

INDEX
OIP OPINION LETTERS
(NOS. 89-1 THROUGH 02-08)

Op. Ltr. No.

Abandoned Property: See **UNCLAIMED PROPERTY**

Access: See **REQUESTS UNDER UIPA**
REQUESTERS, ACCESS INTEREST OF

ACCREDITATION REPORT 91-15

ADDRESSES:

Business

Business Conducted in Home	92-18
Candidate for Promotion, Successful	94-8
Certified Payroll Records	89-8
Corporation Employers.....	.02-04
Government Employment	95-2
Massage Therapist License Applicants	91-1
Native Hawaiian Revolving Loan Recipients	93-1
Nominees, Boards & Commissions	91-8
Partners.....	02-04
Pesticide Applicator Certification Applicants	92-18
Seminar Attendees	89-16
Senior Citizens.....	99-6
Trust	
Beneficiary.....	02-04
Trustee.....	02-04

Home

Architectural Registration	91-5
Arrested Individuals	91-4
Business Address, Used as	92-18
Candidate for Promotion, Successful	94-8
Citations, Marine Patrol	94-20
Condominium Association Board Members	93-16
Corporation Employees.....	02-04
Criminal Suspect	99-2
Declarations of Water Use, Filers of	90-35
Dog License Applicants	90-31
Examination Jurors	91-5
Firearms Registrants	90-25
Government Employee Subject of Investigation	98-5
Government Employment Applicant	95-2
Hawaiian Home Lands Applicants	89-4
Law School Faculty	91-15
Library Patrons	90-30
License Applicants, Professional & Vocational	90-10
Licensed Drivers	92-16

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Nominees, Boards & Commissions	91-8
Partners.....	02-04
Petitioners, Liquor License Protest	94-10
Pesticide Application Certification Applicants	92-18
Police Reports.....	99-2
Quarantined Animals, Owners' Names	93-12
Requesters of Conviction Information	96-4
Retirees, Inter-Agency Disclosure	90-24
Seminar Attendees	89-16
Special Treatment Facilities Employees, Officers & Directors	89-13
State Employment Service Job Applicants	91-12
Trust Beneficiary.....	02-04
Trust.....	02-04
UIPA Record Requesters	90-37, 93-23
Used as Business Address	92-18
Vessel Registrants	99-3
Veterans Residing in Hawaii	92-8
Water Service Location	90-29
Workers' Comp, Work Injury Notices	94-21
 Mailing	
Government Subsidized Housing Applicants	92-11
Hawaiian Home Lands Lessees	91-19
Massage Therapist License Applicants	91-1
Membership List of Citizens' Group	93-20
Registered Lobbyists	92-12
Rent-Subsidized Housing Applicants	92-11
 Post Office Box Numbers	91-19, 92-11, 93-20
 "ADMINISTRATIVE CONTROL" OVER RECORDS	95-8, 97-2
 ADMINISTRATIVE PROCEEDINGS	95-17
 ADMINISTRATIVE RULES:	
Agency Interpretations of	90-34
Child Abuse Records	90-5
Confidentiality Provisions	91-13, 91-15, 92-4, 93-7, 94-18, 95-22
Conflict with Legislative Enactment	93-7,02-02
Federal Regulations	94-13
Hearings on	01-06
Motor Vehicle Registration	91-13
Name Change Records	92-4
Not "State Law" for Purposes of	
HRS 92F-13(4)	92-3, 92-4, 94-6, 94-18
OIP Rules	90-29, 93-7, 99-3,01-07, 02-01

OIP Op. Ltr. Index

Op. Ltr. No.

Open Meetings.....02-02

See also **POLICIES AND PROCEDURES**

ADOPTION RECORDS90-23

ADULT RESIDENTIAL CARE HOMES89-17

Advice (Legal): See **PRIVILEGED RECORDS**

AFFIDAVITS:

Name Change Petition92-4

Voter Registration90-22

Age: See **BIRTHDATES**

Agencies: See **DEPARTMENTS & AGENCIES**

AGENCY

Duties Under the UIPA.....02-01

AGENCY, DEFINED:

Akaku-Maui Community Television, Inc.93-18, 02-0

Aloha Tower Development Corporation89-15

American Bar Association91-15

American Law Schools, Association of.....91-15

Architectural Registration Boards91-5

Bar Examiners, Board of.....93-8

Board of Water Supply90-9

Circuit Court File Room93-11

Commissions

Sexual Orientation & The Law95-1

State Water Code Review94-2

Convention Center Authority94-18

Corporations Operated/Managed on

Behalf of State90-31, 02-0

East-West Center92-2

Hawaiian Affairs, Office of93-1

Hawaiian Humane Society90-31

Hawaiian Sovereignty Advisory Commission94-9

Ho'ike: Kauai Community Television94-23, 02-0

Judicial Council93-13

Judicial Selection Commission92-3

Judiciary

Administrative Functions Only90-4, 91-2

93-8, 93-1

Legislature93-17, 00-

Na Leo 'O Hawai'i94-24, 02-

'Olelo: The Corporation for Community Television.....02-08

Protection and Advocacy Agency of Hawaii90-21

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Research Corporation of the University of Hawaii (RCUH)	90-27, 90-33
University of Hawaii	89-9, 90-11, 90-16
Villages of Kapolei Association	94-5
<u>Ag Rag, The:</u> See NEWSPAPERS AND NEWSLETTERS, Ag Rag	
AGRICULTURE:	
Application, Pesticide Applicator Certif.....	92-18
Reports	
Investigations	91-6
Loans, Delinquent	89-6
Plant Quarantine Inspections	94-14
AIRPORTS:	
Appraisals, Statewide Property.....	91-10
ALOHA TOWER DEVELOPMENT	
	89-15
AMBULANCE:	
Employees, Prospective	93-5
Reports	91-33
Amounts Owed to Government: See FEES	
FINES	
LOANS, GOVERNMENT	
ANIMALS:	
Licenses, Dog	90-31
Quarantined Animals, Owners of	93-12
APPlicants:	
Boards and Commissions	91-8, 93-13, 93-22
Certifications	
Pesticide Applicators	92-18
Civil Service Applications: See Government Employment below	
Condominium Association	93-16
Employment History	91-12
Evaluations	89-2, 90-14
Government Employment	
Criminal History, DOE Applicants	92-23
Generally: See PERSONNEL , Applicants	
Police Promotion	94-8
Special Master	89-2
Unsuccessful Job Applicants	91-28, 95-2
Grant Application for CBED Program	94-15

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Hawaiian Home Lands	89-4
Housing, Government-Subsidized	92-11
Judicial Vacancies	92-3
Law School Admission	89-9, 95-10
Library Patrons	90-30
Licenses and Permits	
Building Permits	90-20
Certificate of Experience	92-24, 97-10
Contractor's License	97-10
Dog Licenses	90-31
Massage Therapist License	91-1, 91-11
Professional & Vocational License	90-10, 90-23, 92-24, 93-6
Loans, State	89-5
Name Change	92-4
Nominees for Ethics Commission	93-13, 93-22
State Employment Service Job Applicants	91-12
Welfare	90-26

See also FRUSTRATION OF GOVERNMENT FUNCTION

PERSONNEL

PRIVACY

Applications: See **APPLICANTS**

LICENSES AND PERMITS LOANS PERSONNEL

Appointees: See **APPLICANTS**

Appointment Logs: See **LOGS**

APPRAISALS:

Public Lands

Airport Property 91-10

APPRENTICES 92-20

ARBITRATION:

Decisions and Awards: See **OPINIONS AND ORDERS**

ARCHITECTS:

Architect's License Exam & Answers	91-5, 93-6
Certificate of Experience	92-24

Arrest Data: See **LAW ENFORCEMENT RECORDS**

OIP Op. Ltr. Index

Op. Ltr. No.

ATTENDANCE RECORDS:

Government Employees: See **GOVERNMENT EMPLOYEES PERSONNEL**

ATTENDEES:

Conference (Bidders)	94-26
Seminar	89-16

Attorney-Client Privilege and Work Product: See **PRIVILEGED RECORDS**

AUDIT REPORTS:

Airport Concessioners	90-3
Protection and Advocacy Agency of Hawaii	90-21
Workpapers of Private CPA Firm	92-25

Automobiles: See MOTOR VEHICLE RECORDS

AUTOPSY REPORTS 91-32

Balancing Test: See **PRIVACY**

Bankruptcy: See **EMBARRASSING DISCLOSURES**

BAR EXAMINATIONS 93-8

Beneficiary: See TRUST

BIDS AND PROPOSALS:

Component Prices	90-15, 91-21
Evaluation and Rating Sheets	91-14
Frustration of Government Function	
Confid. Comm. Financial Info.	90-2, 90-15, 91-16
"Manifestly Unfair Advantage"	89-15, 90-2, 91-16, 91-21, 93-5
Hawaii Visitors Bureau Contract Attachments	
Intent to Bid	92-17
List of Bidder's Conference Attendees	94-26
List of Prospective Employees	94-26
Negotiations	93-5
Negotiations	97-4
Point Tabulation Sheets	94-18
Requests for Proposals (RFPs)	89-15, 90-2
Scores	94-18
Settlement Proposal (OTG)	94-17
Title Services for Leasehold Fee Purchases	91-21
Unsuccessful Bids	90-15

OIP Op. Ltr. Index

Op. Ltr. No.

BIRTH DATES:

Age

Arrested Individuals 91-4

Government Employees 91-26

Applicants

Boards and Commissions 91-8

Contractors' Licenses 90-28

Licenses 90-10

Name Change 92-4

State Employment Service 91-12

Vessel Registration 99-3

Apprentices 92-20

Blind Individuals 92-22

Firearms Registrants 90-25

Inmates 01-03

Law School Faculty 91-15

Licensed Drivers 92-16

Marine Patrol Citations, Persons Cited 94-20

Members, Hawaii Public Employees Health Fund 91-18

Teachers 90-7

Workers' Comp, Work Injury Notices 94-21

BIRTH RECORDS 90-23

BOARDS AND COMMISSIONS:

County Councils.....	01-07, 02-02
Minutes of Open Meetings.....	02-06
Resumes of Members	94-9
Under the Sunshine Law: See SUNSHINE LAW	01-01

BUDGET:

Applicant, Special Treatment Facility License	89-13
Budget Data	89-13
County Budget Ordinance	91-17
Hawaii Visitors Bureau Contract Attachments	92-17

BUILDING PERMIT INFORMATION:

Applications for Permits	90-20, 99-5
Architectural Plans	90-20, 99-5
Disclosure Before/After Permit Issued	90-20, 99-5

BURDEN OF PROOF:

Agency to Establish Confidentiality 91-15, 94-11, 94-17, 94-18,
95-5, 95-21, 98-4, 98-5, 01-01,
01-02

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Privileged Records	93-15
Calendars: See LOGS	
Care Homes: See ADULT RESIDENTIAL CARE HOMES	
Cars: See MOTOR VEHICLE RECORDS	
Certifications: See LICENSES AND PERMITS	
Certified List of Eligibles: See CIVIL SERVICE , Certified List of Eligibles	
Certified Payroll Records: See PAYROLL RECORDS	
Charter: See COUNTY CHARTER	
CHILD ABUSE	90-5
Citations: See LAW ENFORCEMENT RECORDS	
CITIZENSHIP	90-25, 94-8, 95-2, 99-3, 02-04
CIVIL RIGHTS ACT	01-04
CIVIL RIGHTS COMMISSION	91-12, 91-22
CIVIL SERVICE:	
Applications of Unsuccessful Applicants	91-28, 94-8, 95-2
Certified List of Eligibles	90-14, 95-2
Examination Questions	94-8
Examination Scores	90-14
Interview Questions	94-8
Interview Score Worksheets	94-8
Rating Guidelines	94-8
Salary Ranges	91-26, 91-31, 93-10
See also GOVERNMENT EMPLOYEES PERSONNEL	
CLAIMS:	
Against the State	92-14
Contractual (OTG)	94-17
Workers' Compensation	94-21
Code of Federal Regulations (CFR): See RECORDS PROTECTED BY REGULATION OR RULE , Federal Rules of Procedure	
Code Violations, Notices of: See LAW ENFORCEMENT RECORDS	

OIP Op. Ltr. Index

Op. Ltr. No.

COLLECTIVE BARGAINING AGREEMENTS 90-39, 95-7, 98-5, 99-1

Commercial and Financial Information: See **CONFIDENTIAL COMMERCIAL AND FINANCIAL INFORMATION**

Committee Reports (Legislature): See **LEGISLATIVE RECORDS**

COMMUNITY TELEVISION STATIONS 93-18, 94-23, 94-24, 02-08

COMPENSATION:

Contract Hires	89-11, 91-31
Expert Witnesses	94-11
Government Employees	
Average Earnings	91-26
Civil Service Employees	91-26, 93-10
Exact Salaries Determinable From Information Provided.....	93-19
Exempt Employees	93-10
Identified in Budget Ordinance	91-17
Law School Personnel	91-15
Payroll Information	92-25
Pensions, Retirement: See PENSIONS AND RETIREMENT SYSTEMS	
Police Officers	91-26
Police Special Duty Services Pay	91-2
Research Corporation of the Univ. of Hawaii (RCUH) Employees.....	90-33
Salary Range	91-26, 91-31, 93-10
Transportation Department Employees	93-19
UH Athletic Director and Coaches	91-31
UH Employees	93-10
Hawaii Visitors Bureau Employees' Position and Pay Schedule	92-17
Legislators' Annual Allowance	93-17
Protection and Advocacy Agency Employees	90-21

Compilations: See **REQUESTS UNDER UIPA
SUMMARIES**

COMPLAINANT'S IDENTITY:

Child Abuse	90-5
Civil Litigation, During	89-12
Disclosure Would Frustrate Government Function	89-12
Honolulu Ethics Commission.....	98-1
Known by Target of Complaint	95-23
Police Commission File	95-19
Police Internal Affairs Report.....	98-5
Remains Confidential Even After Conclusion of Investigation	89-12, 90-8
Sexual Harassment	90-12, 94-27,01-04
Zoning Violations	89-12, 90-8

See also **INFORMATION PROVIDED BY A SOURCE**

OIP Op. Ltr. Index

Op. Ltr. No.

COMPLAINTS:

Disclosure to Target of Complaint 95-23,01-04

Computer, Information Contained In: See **ELECTRONIC INFORMATION**

COMPUTER MATCHING:

Teacher Databank 90-7

See also **ELECTRONIC INFORMATION**
RECORDS COLLECTION PRACTICES

Computer Programming or Reprogramming: See **ELECTRONIC INFORMATION**

CONCESSIONS:

Airport 90-3

CONDOMINIUM ASSOCIATION REGISTRY 93-16

CONFESIONS:

Court Record 90-18

Disclosure of Existence 90-18, 97-8

Investigatory Evidence 90-18

CONFIDENTIAL BUSINESS INFORMATION 98-02, 02-07

CONFIDENTIAL COMMERCIAL AND FINANCIAL INFORMATION:

Actual Competition 89-5, 89-13, 90-3, 92-17,
94-15, 95-9, 97-4, 02-07

Actual Costs 97-4

Audits 90-3, 90-21, 92-25

Bid/Proposal Information 90-15, 91-21, 94-17

Budget Data 89-13, 94-15, 97-4

Competitive Harm Test 89-5, 89-13, 90-3, 90-15,
90-21, 91-16, 91-29, 92-17,
94-14, 94-15, 94-17, 97-4,
97-9, 98-2, 01-02, 02-07

Consultants' Contract Attachments 92-17

Contract Amount (subcontracts) 97-4

Correspondence Re Consultant's Contracts 91-16

Customer Names 92-9

Defined 89-1, 89-5, 91-16, 91-21,
92-7, 92-17, 93-1, 93-3,
94-17, 95-9, 97-9, 01-02,
02-07

"Embarrassing Disclosures" 89-5, 90-21

Fee Schedules 02-07

Government Loan Status 89-5, 89-6, 91-19, 93-1

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Impairment Prong	95-9, 97-9, 01-02, 02-07
Invoices	93-9, 94-14
List of Prospective Employees	93-5
Non-Profit Organizations	90-21, 92-17, 94-15, 97-9
Not Applicable to	
DLIR-Assigned Account Numbers	93-3
Financial Reports Filed with PUC	93-4
Information Publicly Available	92-17
List of Self-Insured Employers for Workers' Compensation Purposes...	92-7
Non-Competitive Situations	92-17
Overheads	97-4
Permits	94-14
Prices	94-14, 95-9, 97-4
Profit	97-4
Quantity	94-14
"Reverse" FOIA	94-17
Shipping Manifests	94-14
Subcontract Amounts	97-4
Terms of Transaction	95-9
Trade Secrets	90-2, 91-21, 92-17, 97-4
UH Foundation Donors	97-3
Unit Costs	97-4
Workpapers	91-29, 92-25

See also **FINANCIAL INFORMATION (OF INDIVIDUALS)**

CONFIDENTIAL RECORDS:

Account Books, Pension Benefits for Retired Government Employees.....	90-1
Agreements, Settlement	89-10
Applications	
Civil Service Employment	91-28, 94-8
Licensing	90-10
Names of Unsuccessful Applicants for	
Appointment to Boards and Commissions	91-8
Names of Unsuccessful Civil Service Applicants	91-28, 94-8
Police Promotions	94-8
Appointment Log of Health Clinic	93-14
Apprentice Data	92-20
Architect's License Exam & Answers	93-6
Bids	90-15
Complainant, Records Identifying	89-12
Confessions	90-18
Contract	97-4
Correspondence	
Advice and Counsel of Attorney General	91-23
Consultants' Correspondence	91-16
Draft Master Plan for Proposed	
Spaceport	91-16
Drafts	90-8
Court Order, Records Protected by	93-9
Disciplinary Records (Students)	95-3

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Drafts	
Correspondence	90-8
Master Plan for Proposed Spaceport	91-16
State Enforcement Plan	93-19
Education	
Continuing Education Classes Taken By	
Certified Pesticide Applicator	92-18
Employees' Retirement System Plan Election	91-7
Examinations	
Architect's License Exam & Answers	93-6
Questions	94-8
Scores	90-14
FBI Identification Records Received by DOE	92-23
Financial Information, State Loan Program Borrower	89-5
Firearms Registration	95-18
Inmate Transfer Policy	94-19
Interview Questions	94-8
Inventory	
Trails & Accesses, Unpublished Portion	92-6
Investigations	
Child Abuse	90-5
Confessions	90-18
Criminal, Suspect's Identity	92-19
DLNR	91-9
Library Records	
Patron Circulation	90-30
Licensing Application Data	90-10
Lists	
Attendees at DAGS Bidders' Conference	94-26
Certified List of Eligibles	90-14
Complaints, Hawaii Civil Rights Commission	91-22
Judicial Selection Commission Nominees For Judicial Vacancy	92-2
Membership List, Hawaii Public Employees' Health Fund	91-18
Police Officers' Names and Amounts	
Received for Special Duty Compensation	91-2
Lump Sum Subcontracts	97-4
Medical Records	92-22, 93-15
Membership List for Citizens' Group	93-20
Name Change	
Petitions and Fact Sheets	92-4
Notes	
Agency Staff	90-8
Panelists for Employment Interviews	91-24
Occupational Safety & Health Records	95-17
Pawn Transactions	95-9
Petition, Against Government Employee	95-4
Policy, Inmate Transfer	94-19
Proposals	
Aloha Tower Development	89-15
Geothermal Development	90-2

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Proposal Point Tabulation Sheets	94-18
DAGS Report on Claim Against the State (Deliberative Portion)	92-14
Education Department Claim Report	92-14
Police Reports	95-21
Unfiled Senate Committee Report	90-19
Rule, Records Protected by: See RECORDS PROTECTED BY RULE	
Salaries	
University Coaches' Salaries	91-31
Sex Offender Custody Level Review	95-11
Statute, Records Protected by: See RECORDS PROTECTED BY STATUTE	
Student Disciplinary Records	95-3
Tax	
Compromises	89-3
Determinations/Opinions	92-10
Return Information	89-3, 90-38, 92-22
Trail & Access Inventory, Unpublished Portion	92-6
UH Foundation Donors	97-3
Videotaped Confessions	90-18
Welfare	90-26
Workpapers (private sector)	91-29

CONFIDENTIALITY, GENERAL CONCEPTS:

Certificate of Confidentiality	91-29
Child Abuse	90-5
Complainant's Identity: See COMPLAINANT'S IDENTITY	
Contract, Confidentiality Provision in	89-10, 91-15, 92-11, 92-25
Established by Administrative Rules	91-13, 91-15, 92-4, 93-7, 94-18
Established by Ordinance.....	01-02
Established by Statute: See RECORDS PROTECTED BY STATUTE	
No Vested Right in	90-39
Prior to UIPA Enactment	90-39, 93-22
Promises or Assurances of	89-10, 89-12, 90-2, 90-39, 91-15, 91-29, 92-7, 92-11, 92-21, 92-24, 93-16, 93-22, 94-27, 95-4, 95-5, 95-7, 95-19, 95-21, 95-23, 99-3
Records Designated Public Before UIPA	89-13, 90-4, 90-20, 90-29, 90-36, 91-17, 91-32, 92-5, 99-5
Threat of Retaliation	95-4, 01-04
Welfare Recipients	90-26, 94-4
Welfare Records of Deceased Persons	90-26

See also **CONFIDENTIAL RECORDS
INFORMATION PROVIDED BY A SOURCE
PRIVACY**

OIP Op. Ltr. Index

Op. Ltr. No.

CONFIDENTIALITY AGREEMENTS:

Aloha Stadium Litigation	89-10
Collective Bargaining	
Confidentiality Provisions	90-39, 95-7, 98-5
No Interference with Agency Disclosure	90-39, 95-7, 98-5
Contractors Information Received From National Association	90-28
Film Exhibition Anti-Trust Case	92-21
Information from National Organization	90-28
Hawaiian Electric Co. (HECO)	90-2
Impairment of Contract	90-39
Oral Assurance of Confidentiality	93-22
Prior to UIPA Enactment	90-39
Sample Language	90-2
Self-Insured Employers, Workers' Comp	92-7
Validity of	90-2, 90-39, 92-11, 92-21

See also **CONFIDENTIALITY**, Promises or Assurances of

Consent to Disclosure: See **PRIVACY**, Waiver by Consent

CONSTITUTION (United States).....02-02

CONSTITUTIONAL RIGHT TO EQUAL PROTECTION.....02-02

Constitutional Right to Fair Trial: See **DUE PROCESS**, Right to Fair Trial

CONSTITUTIONAL RIGHT TO FREEDOM OF SPEECH.....02-02

CONSTITUTIONAL RIGHT TO PRIVACY:

Medical Records	95-16
Suspended Police Officers	97-1

Construction of UIPA Provisions:

See **DISCLOSURE OF RECORDS**
PERSONAL RECORDS REQUESTS
STATUTORY CONSTRUCTION

CONSTRUCTION RECORDS:

Architectural Plans	90-20
Disclosure of Architectural Plans	
Before/After Building Permits Issued	90-20
Document Reviews for Public Building	
Construction Plans	92-5

CONSULTANTS:

Agreements to Locate Unclaimed Property	90-13
---	-------

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Audit Reports	90-21
Confidentiality Provisions	89-10
Contract Between AG and Expert Witnesses	94-11
Contract Hires	89-11
Correspondence	91-16
Executive Search Firm Report	89-2
Expert Witnesses (Litigation)	94-11
Government Contracts	90-3, 90-15, 91-16
Personnel, Unpaid	95-11
Records Maintained by	95-8
Title Service for Leasehold Fee Purchases	91-21

CONTRACTORS:

Certificate of Experience	97-10
---------------------------------	-------

CONTRACTS:

Attachments to Hawaii Visitors Bureau Contract	92-17
Confidentiality Provisions	89-10, 91-15, 92-11, 92-25
Consultant's Contracts	91-16, 95-8
Consultants Retained as Expert Witnesses	94-11
Contract Hires	91-31, 92-17
Control of Records Provisions	92-25, 95-8
Correspondence re Consultant's Contracts	91-16
Eligible Charges	98-2
Employment Contracts	91-31
Expert Witnesses and Consultants	94-11
Information Protected By	92-11
List of Prospective Employees	93-5
National Council of Architectural Registration Boards	91-5
Settlement Proposal (OTG)	94-17
Special Duty Service Contracts (HPD)	91-2

COPYING FEES:

Autopsy Reports	91-32
Not Governed by UIPA	92-26
Transcripts (Court Reporter)	95-22
Waiver	91-25

See also **RECORD FORMAT**

REQUESTS UNDER UIPA, Right to Inspect Includes Right to Copy

COPYRIGHT:

Architectural Plans	90-20
Consent	90-20
Fair Use	90-20, 97-9
Non-Disclosure Statute	90-20
Relationship to FOIA	90-20, 97-9
Transcripts of Public Hearings	95-22, 96-1

OIP Op. Ltr. Index

Op. Ltr. No.

CORPORATIONS:

Aloha Tower Development Corporation	89-15
Body Corporate	90-27
Corporation Counsel (Maui)	97-8
Financial Information	92-17, 97-3
Foreign.....	.02-04
Hawaii Visitors Bureau	92-17
Hawaiian Humane Society, Inc.	90-31
Ho'ike: Kauai Community Television, Inc.....	.02-08
List of Prospective Employees	93-5
'Olelo: The Corporation for Community Television.....	.02-08
Operated or Managed on Behalf of State	90-31, 02-08
Policies of Corporation	92-17
Research Corporation of the University of Hawaii (RCUH)	90-27, 90-33
Shareholders.....	.02-04

Corrections: See **PRISONS**

Correspondence: See **CONFIDENTIAL RECORDS**, Correspondence
PUBLIC RECORDS, Correspondence
INTER/INTRA-AGENCY CORRESPONDENCE/MEMORANDA

COUNTY CHARTER.....01-07

County Charter, Information Protected By: See **RECORDS PROTECTED BY STATUTE**

County Ordinance, Information Protected By: See **RECORDS PROTECTED BY STATUTE**

Court Orders: See **RECORDS MADE PUBLIC BY COURT ORDER**
RECORDS PROTECTED BY COURT ORDER

Court Records: See **JUDICIARY**

COURT REPORTER TRANSCRIPTS95-22

Creation of Records: See **REQUESTS UNDER UIPA**

Criminal Records: See **LAW ENFORCEMENT RECORDS**

DEATH RECORDS90-23, 91-32

Deceased Individuals: See **PRIVACY**, Deceased Persons

DECISION MAKING

Sunshine Law.....	01-01, 01-06
UIPA: See INTER/INTRA AGENCY CORRESPONDENCE/MEMORANDA ,	
Deliberative Process	

Decisions By Agencies: See **OPINIONS AND ORDERS**

OIP Op. Ltr. Index

Op. Ltr. No.

Declarations of Water Use: See **WATER**, Declarations of Water Use

DEFERRED ACCEPTANCE OF NOLO CONTENDERE (DANC) Plea:

Effect on Disclosure of Police Investigation Report 99-2

DEFINITIONS:

Adjudication	90-40
Administrative	90-4
Administrative Procedure	94-27
Administrative Remedy	94-27
Adult Residential Care Homes	89-17
Agency: See AGENCY, DEFINED	
Agency Record (FOIA)	91-29, 95-15
Ambiguity	90-1, 92-27
Among	93-15
Anyone (HRS § 92F-16)	91-20
Arbitration Proceeding	90-40
Assets	90-25
Attorney General Opinions	91-23
Audit	90-9, 92-8
Board (Sunshine Law).....	01-01
Building Permit Information	90-20
Chance Meeting (Sunshine Law).....	01-01
Charge	90-12
Compensation	90-1
Compiled	91-32
Confidential Commercial & Financial Information.....	89-1, 89-5, 91-16, 91-21, 92-7, 92-17, 01-02
Contested Case	90-40
Contract Hire	91-21, 91-31, 92-17
Control	91-5, 92-11, 92-25, 95-8
Criminal History Record Information	91-4
Criminal Justice Agency	95-15
Detective	91-13
Directory	89-14
Directory Information (FERPA)	94-28
Disciplinary Action/Proceeding (FERPA)	95-3
Education Records (FERPA)	95-3
Firearm	90-25, 95-18
Formal	90-12
Formal Charge	90-12
Government Record: See GOVERNMENT RECORD, DEFINED	
Grievance	95-7
Health Care Facility	93-7
Health Care Provider	93-7
Individual	89-10, 89-13, 90-9, 90-29, 92-7, 92-14, 92-17, 93-1, 93-5, 93-20, 93-23
Instrumentality	92-2

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Inter/Intra-Agency Memoranda	90-8
Investigator	91-13
Judicial	90-4
Law Enforcement Unit (FERPA)	95-3
Lease	90-40
License	92-18
Maintain	91-5, 91-12, 91-25, 91-29, 92-11, 92-13, 92-15, 92-17, 92-25, 93-17, 94-29, 95-8, 95-15, 95-20, 97-8
Maintenance	93-17
Maintained	89-15
Minutes	92-27
Monitoring	90-9, 92-8
Motor Carrier	93-4
Name	92-16
Non-Administrative Records	90-4
Nonconviction Data	95-11
Office	94-9
Officer	94-9
Officer (Law Enforcement)	90-31
Official Business (Sunshine Law).....	01-01
Order	90-40, 94-30
Person	89-5, 90-34, 92-20
Person (Insurance Code)	90-32
Personal Record	90-29, 92-14, 92-24, 93-8, 95-19, 95-23
Police Blotter/Arrest Log	91-4
Proceeding	95-22
Public Utility	93-4
Purchase of Service	91-14
Quorum (Sunshine Law).....	01-01
Rap Sheet	91-4
Reasonable Search	97-8
Record (under Federal Privacy Act)	92-24, 94-27, 95-19, 95-23
Registrant	90-23
Report (Child Abuse)	90-5
Residential Lot	90-40
Return (Tax)	89-3
Return Information (Tax)	89-3, 92-10
Rule	90-34
Special Duty (Honolulu Police Department)	91-2
Special Treatment Facility	89-13
Status	90-12
Trade Secret	90-2, 92-17, 97-4
Transcript	92-13
Work History	89-13
Written Determination	92-10

Deliberative Process: See **INTER/INTRA-AGENCY CORRESPONDENCE/MEMORANDA**

OIP Op. Ltr. Index

Op. Ltr. No.

DEPARTMENTS AND AGENCIES:

County Agencies

City and County of Honolulu	
Auditoriums Department	89-11
Board of Water Supply	90-9, 90-29
Budget and Fiscal Services.....	02-04
Building Department	90-20
City Council	96-1, 02-02
Corporation Counsel	90-18, 94-17
Design and Construction Department	
Mayor's Vision Teams.....	01-01
Ethics Commission	96-1, 98-1
Finance Department	91-13, 92-16
Health Department	
Emergency Ambulance Service Division	91-33
Emergency Medical Services Division.....	94-22
Housing & Community Development Department	92-11
Liquor Commission	94-10, 01-06
Mayor's Office	93-10, 94-17
Medical Examiner's Office	91-32
Neighborhood Boards.....	01-01
Police Department	90-18, 90-25, 91-2, 91-3, 91-4, 91-26, 94-7, 94-8, 95-9, 95-18, 95-19, 95-20, 98-5
Prosecuting Attorney's Office	90-9, 95-20, 98-3
Real Property Tax Division.....	01-02
 County of Hawaii	
Civil Service Department	90-14, 95-2
County Council	
County Clerk	90-22
Fire Department	93-15
Personnel Department	95-2
Planning Department	89-12, 90-8, 93-20
Police Department	91-32, 94-12, 95-13
 County of Kauai	
Finance Department	91-17
Police Department	91-32, 92-19, 99-2
 County of Maui	
Board of Ethics	95-14
County Council.....	01-07
Mayor.....	01-07
Police Department	91-32
Public Works Department	90-36

OIP Op. Ltr. Index

Op. Ltr. No.

State Executive Agencies

Accounting & General Services, Department of	
Aloha Stadium	89-10
Archives	94-6
Generally.....	89-8, 90-38, 92-14, 92-15 93-5, 97-7, 98-4
State Procurement Office	94-26
Agriculture, Department of	
Agricultural Loan Division	89-6
Animal Industry Division	91-6
Animal Quarantine Station	93-12
Plant Industry, Pesticide Branch	92-18
Plant Quarantine Branch	94-14
Attorney General, Department of the	
Asbestos Litigation Division	94-11
Commerce & Economic Development Division	92-21
Criminal Justice Division	93-9 Generally.....
Hawaii Criminal Justice Commission	89-16
Hawaii Criminal Justice Data Center	91-4, 92-23, 95-15, 96-4, 97-5
Litigation Division	89-10
Regulatory Division	91-23
Budget & Finance, Department of	
Employees' Retirement System	90-1, 90-24, 92-27
Finance Division	90-13, 91-14
Hawaii Public Employees Health Fund	91-18
Housing Finance & Development Corporation	90-40, 91-21, 94-5
Public Utilities Commission	93-4
Business, Economic Development & Tourism, Department of	
Aloha Tower Development Corporation.	89-15
Convention Center Authority	92-26, 94-18, 97-4
Financial Assistance Branch	89-5
Office of Space Industry	91-16
Office of Tourism	92-17
Commerce & Consumer Affairs, Department of	
Business Registration Division	89-13, 90-28
Cable Television Division	93-18, 94-23, 94-24, 02-08
Consumer Advocacy Division	91-29
Contractors' Licensing Board	90-28
Insurance Division	90-32
Professional & Vocational Licensing Division	90-10, 91-1, 91-5, 91-11, 92-24, 93-6
Real Estate Branch	93-16
Regulated Industries Complaints Office (RICO)	90-37
Corrections, Department of: See Public Safety, Department of	
Defense, Department of	
Office of Veterans Affairs	92-8, 92-13
State Commission, Memorials for Veterans of	
Korean & Vietnam Conflicts	92-13

OIP Op. Ltr. Index

OIP Op. Ltr. Index

Op. Ltr. No.

Transportation, Department of	
Airports Division	91-10
Generally.....	93-19-95-8
Harbors Division	92-9
Motor Vehicle Safety Office	91-13
University of Hawaii	
Administration	90-12, 90-39, 91-31, 93-23, 94-7, 94-28, 95-3, 95-7, 95-23
Agronomy & Social Science, Department of	94-29
Auxiliary Services, Hilo	94-3
Campus Security	93-2
Honolulu Community College	90-16
Office of Academic Affairs	90-11
Research Corporation of the University of Hawaii	90-27, 90-33, 93-15, 01-03
William S. Richardson School of Law	89-9, 91-15, 95-10

State Judiciary

Budget & Planning Office	91-24
Circuit Court File Room	93-11
Judicial Council	93-13, 93-22
Judicial Selection Commission	92-3
Jury Clerk Supervisor	92-16
Land Court	95-4
Supreme Court	93-8
Traffic Violations Bureau	90-4, 95-20

State Legislature

Chief Clerk, House of Representatives	94-21
Legislative Reference Bureau	
Commission on Sexual Orientation & Law	95-1
State Water Code Review Commission	94-2
Legislators' Offices	93-1
Office of the State Auditor	92-25
State Ethics Commission	92-12, 93-13, 93-22
Senate, Unfiled Committee Report	90-19

United States

East West Center	92-2
Federal Highway Administration	93-19
Justice, Department of	
Federal Bureau of Investigation	92-23
U.S. Attorney's Office	90-9
Labor, Department of	
Employment & Training	91-12
Postal Service	93-21
Veterans Affairs, Department of	92-8

OIP Op. Ltr. Index

Op. Ltr. No.

Destruction of Records: See **RECORDS DESTRUCTION**

DIRECTORY INFORMATION:

Contractors' Licensees	90-28
Inmates	89-14, 01-03

DISABLED INDIVIDUALS:

Blind Individuals	92-22
Document Reviews (Commission on Persons with Disabilities)	92-5
State Employment Service Job Applicants	91-12

DISCIPLINARY ACTION:

Discharge of Government Employee	95-6, 98-5
Massage Therapist Licensees	91-1
Police Internal Affairs Report	98-5
Police Standards of Conduct	91-3
Students' Disciplinary Records	95-3
Suspension of Government Employee	97-1, 98-5

See also **SEXUAL HARASSMENT**, Disciplinary Action Taken

Disciplinary Records: See **GOVERNMENT EMPLOYEES
PERSONNEL RECORDS
LICENSES AND PERMITS**

DISCLOSURE, INTENTIONAL:

Confidential Records, Criminal Offense Under UIPA	92-10, 93-14, 95-18
Premature Disclosure	95-6

DISCLOSURE OF RECORDS:

Exclusive Representative, Disclosure to	90-14, 94-22, 94-29
Format Requested	99-3
Future Disclosure, Warning	93-16
Health/Safety of an Individual	93-12, 93-15, 94-4, 95-17
Immunity Under the UIPA	91-20, 95-6
Improper Inter-Agency Disclosure	90-9
Individual's Records, No Need to Notify of Disclosure	90-4
Postal Service, Disclosure to	93-21
Premature Disclosure	95-6
Processing Requests, Agency Procedures	92-26, 99-3
Records That Do Not Exist	97-8
Requests for Government Records	90-37, 93-23
Requests for OIP Advisory Opinions	90-37
Right to Inspect Includes Right to Copy	90-20
Time Limit for Agency Disclosure	90-29, 92-24, 92-27
Timing of Disclosure	93-5, 94-26, 94-27
UIPA Inapplicable to Intra-Agency Disclosure	95-10

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
"Unofficial" Personnel File	94-29
See also PERSONAL RECORDS REQUESTS REQUESTS UNDER UIPA SUMMARIES	
DISCOVERY PROHIBITIONS	94-11, 95-5, 95-16, 98-3,
DOG LICENSES	90-31
Drafts: See INTER/INTRA-AGENCY CORRESPONDENCE/MEMORANDA , Drafts	
Drivers: See MOTOR VEHICLE RECORDS	
DUE PROCESS:	
No Violation of	90-39
Right to Fair Trial	
Confessions	90-18
Police Reports	95-21
Police Internal Officer Report	98-5
Duplication of Records: See COPYING FEES RECORD FORMAT	
EDUCATIONAL BACKGROUND	89-2, 90-16, 91-8, 92-18, 94-9, 95-2
ELECTRONIC INFORMATION:	
Addresses of Registered Lobbyists	92-12
Computer Disk	96-1
Computer Tapes	90-22
Condominium Association Registry	93-16
Conviction Data	95-15
Format Requested	90-35, 92-8, 92-12, 01-03
Library Circulation and Fine Records	90-30
Mailing Lists	90-35
Police Blotter Data	91-4
Police Special Duty Services Database	91-2
Programming Capabilities	92-7
"Readily Retrievable"	90-35, 92-7
"Routinely Compiled"	90-35
Teacher Databank	90-7
Voter Registration Affidavits	90-22
Workers' Compensation Self-Insured	
Employers, List of	92-7

OIP Op. Ltr. Index

Op. Ltr. No.

EMBARRASSING DISCLOSURES:

Audit of State Agency	90-21
Bankruptcy	89-5
Criminal Histories	89-5
Financial Status	89-5
Legitimacy of Children	89-5
Marital Status	89-5
Medical Condition	89-5
Negative Reflection on Agency	91-15
Reputation	89-5
Unsuccessful Applicant	89-2
Welfare Benefits	89-5

Employees: See **GOVERNMENT EMPLOYEES**

Employer, Identity of Former: See **EMPLOYMENT HISTORY**

EMPLOYMENT HISTORY:

Commission Members	94-9
Current Employment	89-13, 89-16, 90-16, 91-8, 95-2, 98-5
Discharge of Government Employee	95-6, 98-5
Employer's Name & Address	95-2
Misconduct	94-7, 95-6
Non-government Employment History	89-13, 91-8, 94-9, 95-2
Previous Positions	89-2, 89-13, 90-21, 90-16, 90-21, 91-8, 91-12, 94-9, 95-2
Résumés	89-2, 94-9, 95-2
Suspension of Government Employee	97-1, 98-5

ENGINEERS:

Certificate of Experience	92-24
---------------------------------	-------

ENVIRONMENTAL IMPACT STATEMENT

91-16

Equal Protection: See **CONSTITUTIONAL RIGHT TO EQUAL PROTECTION**

Escheated Warrants Reports: See **REPORTS**

ETHICS:

City & County of Honolulu Ethics Commission	96-2, 98-1
Financial Disclosure Filing	95-14
University Ethics Committee	95-23

OIP Op. Ltr. Index

Op. Ltr. No.

ETHNICITY:

Applicants, State Employment Service	91-12
Apprentices	92-20
Arrested Individual, Nationality of	91-4
Blind Individuals	92-22
Hawaiian Quotient	91-19
Inmates.....	.01-03
Lessees, Hawaiian Home Lands	91-19
Veterans Residing in Hawaii	92-8

EVALUATIONS:

Bids and Proposals	94-18
Government Employees: See PERSONNEL RECORDS	
License Applicants	92-24

EVIDENCE:

Inadmissible Records (by Statute)95-5, 95-17
---	--------------

EXAMINATIONS:

Answers	91-5, 93-6, 93-8, 94-8
Architect's License	91-5, 93-6
Medical: See MEDICAL INFORMATION	
Questions	
Police Promotions	94-8
Rating Guidelines	94-8
Scores	
Bar Examination Applicant	93-8
Civil Service	90-14
General	94-8
Pesticide Applicator	92-18
Successful Applicant	90-14
Unsuccessful Civil Service Applicant91-24, 91-28

See also **INTERVIEWS**

EXCEPTIONS (UIPA):

Burden Upon Agency to Establish	91-15, 94-11, 94-18, 95-5
	95-21, 98-4, 00-3, 01-02
Conflict Between Records Protected by Stat & HRS 92F-12(a)	92-10
Disclosure Favored Over Confidentiality	93-10, 94-3, 94-9, 94-11,
	94-18, 95-5
Discovery Objections & UIPA Exceptions	95-16, 98-3
Do Not Apply Indefinitely90-2
Exclusive Bases for Access Denial	91-15
Interpretations of General Applicability	92-10

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Narrowly Construed	89-14, 89-16, 90-3, 90-20, 91-15, 92-27, 93-5, 93-10, 94-3, 94-9, 94-11, 94-18, 95-4, 95-5, 95-14, 95-21
Not Applicable to Records Designated Public Before UIPA	89-13, 90-4, 90-20, 90-36, 91-17, 91-32, 92-5, 93-4,
Not Applicable to Speculative Arguments	93-5, 98-5
Permissive, Not Mandatory	90-8
See also FRUSTRATION OF GOVERNMENT FUNCTION PRIVACY RECORDS PROTECTED BY STATUTE STATUTORY CONSTRUCTION	
Executive Search Firm Reports: See REPORTS	
Exemptions (for Part III Requests): See PERSONAL RECORDS REQUESTS	
EXPUNGEMENT :	
Effect on Disclosure of Police Investigation Report	99-2
FAMILY EDUCATIONAL AND PRIVACY RIGHTS ACT (FERPA):	
Generally.....	92-22, 93-2, 94-28, 95-3, 95-10
Regulations, Dept of Education (Federal)	95-3
FEDERAL REGULATIONS, WITHHOLDING UNDER	94-13
FEES:	
Copying: See COPYING FEES	
Fee Schedules-Workers' Compensation.....	02-07
Harbor Demurrage and Storage Fees	92-9
Public Records under H.R.S. § 92f-12.....	00-02
Segregation.....	00-02
Special Duty Services (police)	91-2
Water Consumption	90-29
See also FINES	
Final Opinions and Orders: See OPINIONS AND ORDERS	
Financial Information (of Business): See CONFIDENTIAL COMMERCIAL AND FINANCIAL INFORMATION	

OIP Op. Ltr. Index**Op. Ltr. No.****FINANCIAL INFORMATION (OF INDIVIDUALS):**

Airport Concessioners' Gross Receipts	90-3
Applicants for Boards & Commissions	91-8
Bankruptcy Status of State Loan Applicant	89-5
Bid Price Components for Government Contracts	90-15
Corporate Shareholders.....	02-04
Donors to UH Foundation	97-3
Escheated Warrants Reports	90-38
Financial Disclosure Statement's Face Sheet	95-14
Financial Information, State Loan Applicants	89-5
Hawaiian Home Lands Lessees	91-19
Inmates.....	01-03
Income: See COMPENSATION	
Legislators' Annual Allowances	93-17
Liens	99-3
Loan Applications for State Loans	89-5
Native Hawaiian Revolving Loan Status	93-1
Pawn Transactions	95-9
Pension Benefits, Retired Government Employees	90-1
Receipts, Airport Concessioners'	90-3
Revenue Audit Reports	90-3
Salaries of Government Employees: See COMPENSATION	
Tort Claims Paid by the State	92-14
Unclaimed Property Valuation Information	90-13
Vessel Ownership.....	99-3
Veterans Pension Status	92-8
Water Service Holder's Account Balance	90-29

FINES:

Library	90-30, 93-21
Marine Patrol Citations	94-20

FIREARMS REGISTRATION:

Concealed Firearms, Licensees	95-18
Firearms Description	90-25
Handguns	90-25
Long Guns	90-25
Permit Information	90-25

FOOD LABELING LAWS..... 99-7**FOOD POISONING** 91-27**FORMAL CHARGE/COMPLAINT:**

Sexual Harassment	90-12, 90-39, 01-04
Status, Disclosure of	90-39

OIP Op. Ltr. Index

Op. Ltr. No.

Format of Records: See **RECORD FORMAT**

FORMS:

Applications	
Animal Registration	90-31
Boards & Commissions	91-8
Building Permit	90-20, 99-5
Certification as Pesticide Applicator	92-18
Civil Service Employment	91-28, 94-8
Condominium Association Registration	93-16
Declarations of Water Use	90-35
Leave of Absence	90-17
Massage Therapist License and Massage	
Apprentice Training Reports	91-11
Seminar Attendee Registration	89-16
Certificate of Experience	92-24
Claim for Damage or Injury	92-14
Complaint & Summons, Harbor	94-20
Invoices, Harbor Demurrage Fee	92-9
Interview Score Worksheet	94-8
Lobbyist Registration Statement	92-12
Name Change Petition and Fact Sheet	92-4
Notices	
Insurance, Workers' Compensation	89-1
Violation, Department of Public Works	90-36
Permits	
Building	90-20, 99-5
Import, Agricultural	94-14
Public Employees, Personnel Forms	
Application for Leave of Absence	90-17
Attendance and Leave Record	90-17
PUC Common Carriers' Financial Report	93-4
Rating Sheets	
Purchase of Service Bidding	91-14
Summary, Rating for Government Position	91-24
Registrations	
Firearms and Ammunition	90-25, 95-18
Stream Diversion Works	90-35
Reports	
Ambulance Report	91-33
Homicide Report, Supplementary	94-1
Inspection, Agricultural	94-14
Massage Apprentice Training Report	91-11
Self-Insurer for Workers' Compensation	93-3
Score Sheets	94-18
Sex Offender Custody Level Review Form	95-11
Water Consumption	
Changes to Customer Record	90-29

OIP Op. Ltr. Index

Op. Ltr. No.

Freedom of Information Act (FOIA): See **LEGISLATIVE HISTORY (FOIA)**
LEGISLATIVE HISTORY (UIPA)

Freedom of Speech: See **CONSTITUTIONAL RIGHT TO FREEDOM OF SPEECH**

FRUSTRATION OF GOVERNMENT FUNCTION:

Administrative Burden	98-4, 02-07
Applicants	89-2, 90-14, 91-8, 91-24, 91-28, 93-13, 94-8
Appraisals	91-10
Attorney General Opinions and Advice	91-23, 01-05
Audit Reports	90-3, 92-25
Autopsy Reports	91-32
Bid Information: See BIDS AND PROPOSALS	
Budget Data	89-13
Circumvention of Laws, Risk of	90-6, 95-11, 94-25, 95-13
Committee Membership	
Law School Admissions Committee	89-9
Search Committee	90-16
Complainant's Identity	89-12, 98-5
Confidential Commercial & Financial Information: See CONFIDENTIAL COMMERCIAL & FINANCIAL/INFORMATION	
Correspondence	91-16
Criminal Investigations: See LAW ENFORCEMENT RECORDS	
Deliberative Process: See INTER/INTRA-AGENCY CORRESPONDENCE/MEMORANDA	
Daily Activity (Incident) Reports	94-3
Drafts	90-8, 91-16, 93-19
Eligible Charges.....	98-2
Embarrassing Disclosures: See EMBARRASSING DISCLOSURES	
Exam Answers	91-5, 93-6
Exam Questions	94-8
Exam Scores, Unsuccessful Job Applicants	91-28
FBI Identification Records	92-23
Fear of Retaliation	93-5
Fee Schedules.....	02-07
Firearms Registration	90-25
Future Sharing of Information Jeopardized	92-23
Government Purchasing Information	93-5, 93-9, 94-17, 02-01
Governor's Records, Former Governors	94-6
Harbor Demurrage Fee Reports	92-9
Informants: See INFORMANTS	
Inspection Reports: See LAW ENFORCEMENT RECORDS; REPORTS	
Inter/Intra-Agency Correspondence: See INTER/INTRA-AGENCY	
"Internal" Records	90-6, 90-34, 91-3, 91-30, 92-1, 94-19, 94-25, 95-13, 98-3
Internal Procedures	98-5
Interview Questions	94-8
Investigation Reports: See LAW ENFORCEMENT RECORDS; REPORTS	
Judicial Rule, Records Protected by	92-14, 98-3

OIP Op. Ltr. Index

Op. Ltr. No.

Law Enforcement Records: See LAW ENFORCEMENT RECORDS

Law School Site Evaluation Report	91-15
Laws, Risk of Circumvention of.....	90-6, 90-34, 91-3, 91-30, 92-1, 94-19

List

Attendees, Bidders Conference	94-26
Nominees for Ethics Commission	93-13
Self-Insured Employers, Workers' Compensation	92-7
Litigation Involving Agency	92-5
Manifestly Unfair Advantage	89-15, 90-2, 90-3, 91-16, 91-21, 94-18, 94-26
Negative Reflection on Agency	91-15, 92-5
No "Balancing" (HRS § 92F-13(3))	90-11, 90-18
Notes	90-8, 91-24
Not Applicable to Information Already Provided to Target of Investigation	90-36, 93-2
Not Applicable to Part III Requests.....	01-04
Police Internal Affairs Report	98-5
Policy and Procedure Manual, Department of Public Safety	90-34, 91-30, 94-19, 94-25
"Predominately Internal"	90-6, 90-34, 91-3, 91-30, 92-1, 94-19, 94-25, 95-13
Prison Security Procedures	94-19
Program Reviews	90-11
Proprietary Information: See PROPRIETARY INFORMATION	
Raise Cost of Government Procurements	93-5, 94-18, 94-26, 95-9
Real Property Under Consideration	94-17
Requests for OIP Advisory Opinions	90-37
Requests for Proposals (RFPs): See BIDS AND PROPOSALS	
Risk of Circumvention: See Circumvention of Laws (above)	
Sanitarian's Final Report	91-27
Settlement Agreements: See SETTLEMENT AGREEMENTS	
Standards of Conduct	
Honolulu Police Department	91-3
Public Safety, Department of	92-1
Trade Secrets: See TRADE SECRETS	
Training Materials	90-6
Workpapers	91-29, 92-25, 92-26
Workpapers of Private CPA Firm	92-25

FUNDING, GOVERNMENTAL:

Federal Funding

FERPA	92-22, 93-2, 94-18, 95-3
Native Hawaiian Revolving Loan Fund (NHRLF)	93-1
UIPA Compliance Waived if Federal Funding Jeopardized	92-11, 92-20, 92-22, 92-23, 93-2, 94-28, 95-3, 95-10

State Funding

Hawaii Visitors Bureau	92-17
------------------------------	-------

FUNDS OR SERVICES, RECEIPT OF GOVERNMENT:

Sunshine Law.....	01-01
UIPA.....	90-21, 94-15, 94-28

OIP Op. Ltr. Index

Op. Ltr. No.

See also **PRIVACY**, Public Interest In Government Spending

GENEALOGICAL RESEARCH:

Access to Vital Statistic Records 90-23

GEOTHERMAL PROJECT 90-2

GLOMORIZATION 95-21

Good Faith Disclosure: See **DISCLOSURE OF RECORDS**, Immunity Under the UIPA

Government Agencies: See **DEPARTMENTS AND AGENCIES**

GOVERNMENT EMPLOYEES:

Arbitrator's Decision re Discharge of..... 95-6

Bid Scoring and Evaluating 91-14

Civil Service: See **CIVIL SERVICE**

Commendation/Appreciation, Letters of 94-22

Committee Membership

 Law School Admissions Committee 89-9

 Search Committee 90-16

Consultants, Unpaid 95-12

Discharge of Government Employee 95-6, 98-5

Disciplinary Action 90-12, 90-39, 94-7, 95-6,
98-5

DOE Applicants 92-23

DOE Employee Information in NASDTEC 90-7

Drafts of Correspondence 90-8

Educational Background: See **EDUCATIONAL BACKGROUND**

Employment Contracts 91-31

Employment History: See **EMPLOYMENT HISTORY**

Evaluations 94-22

Financial Disclosure Statement Filing Date 95-14

Financial Information 90-1, 91-7

Health Fund Membership Lists 91-18

Immunity Under UIPA, Good Faith Actions 91-20, 95-6

Investigative Report Concerning 94-27, 95-19

Leave of Absence 90-17, 91-26, 92-25, 94-22

Legislators' Annual Allowances 93-17

Limited Privacy Rights 89-9, 90-16

Mailing Lists, Retirees 90-24

Medical Records 93-15

Misconduct 90-12, 90-39, 95-6, 95-23,
96-2, 97-1, 98-5

Notes 90-8, 91-24

Outside Income 91-2

Parking Rates 89-11

Payroll Records 89-11, 92-25

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Pension Information	90-1, 91-7
Personnel File, Individual Access to	94-29
Personnel Files, Union Access to	94-22
Petition Against Employee	95-4
Police Internal Affairs Report	98-5
Research Corp of University of Hawaii	90-33
Salary Information: See COMPENSATION	
Seminar Attendance	89-16
Service, Years of Credited	91-26
Sexual Harassment	90-12, 90-39, 94-27, 01-04
Sick Leave: See Leave of Absence (above)	
Standards of Conduct	91-3, 92-1
Survey Responses	95-24
Suspect in Criminal Investigation	92-19
Suspension of Government Employee	98-5
"Unofficial" Personnel File	94-29
Vacation Leave: See Leave of Absence (above)	
Work Injury Notices (Workers' Compensation)	94-21

See also **PERSONNEL**

Government Loans: See **LOANS, GOVERNMENT**

Government Purchasing Information: See **BIDS AND PROPOSALS**
FRUSTRATION OF GOVERNMENT FUNCTION,
Government Purchasing Information

GOVERNMENT RECORD, DEFINED:

Administratively Control	91-5, 92-15, 97-2
<u>Ag Rag, The</u>	92-15
Airport Property Appraisals	91-10
Aloha Tower Development Proposals	89-15
Applications, Boards & Commissions	91-8
Audio Tape Recording of Public Meeting	92-13, 97-6
Autopsy Reports	91-32
Dog License Applications	90-31
Drafts	90-8, 91-16
Electronic Mailing List	90-35
Employee Photograph	97-2
FBI ID Records Received by DOE	92-23
Governor's Records, Former Governors	94-6
Hawaii Visitors Bureau Contract Attachments	92-17
Interview Scores and Panelists' Notes	91-24
Law School Accreditation Reports	91-15
Legislators' Records, Annual Allowances	93-17
Library Patron Records	90-30
Newspaper Clippings Binder	91-25
Notes	90-8
Point Tabulation Sheets for Proposals	94-18
Police Blotter	91-4

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Taxpayers' Offers-in-Compromise	89-3
Training Course Materials	90-6
UIPA Requests	93-23
Videotaped Recording of Confession	90-18
Workpapers	
Matson Navigation Company	91-29
Private CPA Firm	92-25
Government Spending: See PRIVACY , Public Interest in Government Spending	
Governor's Committee Report: See REPORT OF GOVERNOR'S COMMITTEE ON PUBLIC RECORDS AND PRIVACY	
GOVERNOR'S RECORDS:	
Applications, Boards & Commissions	91-8
Executive Search Firm Report	89-2
Former Governor	94-6
List of Nominees for Ethics Commission	93-13, 93-22
Pardons & Commutations	89-7
GRAND JURY RECORDS	93-9
GRANTS:	
CBED Grant Applications	94-15
Protection and Advocacy Agency of Hawaii	90-21
Grievance, Union: See UNIONS, DISCLOSURE TO	
Guns: See FIREARMS REGISTRATION	
Hawaii Administrative Rules: See ADMINISTRATIVE RULES RECORDS PROTECTED BY REGULATION OR RULE	
Hawaii Revised Statutes (HRS): See RECORDS PROTECTED BY STATUTE	
HAWAII VISITORS BUREAU	92-17
Health/Safety of an Individual: See DISCLOSURE OF RECORDS	
Health Records: See MEDICAL INFORMATION	
HEARINGS TRANSCRIPTS	95-22
HO'IKE: KAUAI COMMUNITY TELEVISION	94-23, 02-08
Home Addresses: See ADDRESSES, Home	
Home Telephone Numbers: See TELEPHONE NUMBERS, Home	

OIP Op. Ltr. Index

Op. Ltr. No.

HOSPITALS:

Adult Residential Care Home	89-17
Special Treatment Facility	89-13

HOUSING, GOVERNMENT-SUBSIDIZED 92-11, 94-4

IDENTIFICATION, LIKELIHOOD OF ACTUAL 95-2, 98-5, 99-2, 01-04

Identities: See **NAMES**

COMPLAINANT'S IDENTITY
INFORMANTS
LAW ENFORCEMENT RECORDS, Suspect's Identity

IDENTITY OF UIPA RECORD REQUESTER:

Disclosure of Requester's Name	90-37, 93-23, 96-4
Generally Irrelevant	90-9, 90-29, 90-34
Government Employee.....	01-07
Privacy Interest Not Significant	90-37, 93-23
Verification of Identity Required	90-29, 93-11

See also **REQUESTERS, ACCESS INTEREST OF**

Illegitimacy: See **VITAL STATISTIC RECORDS**, Birth

IMMUNITY UNDER THE UIPA 91-20, 95-6

Income: See **COMPENSATION**

IN CAMERA REVIEW..... 01-05

INDIVIDUALLY IDENTIFIABLE INFORMATION 91-24, 94-3, 94-8, 98-1, 98-5, 99-2

Individual's Access to Own Records: See **PERSONAL RECORDS REQUESTS**

"Inextricably Intertwined": See **INTER/INTRA-AGENCY CORRESPONDENCE/MEMORANDA**,
Deliberative Process Privilege

INFORMANTS:

Identity

After Investigation is Concluded	90-18, 98-5, 99-7, 01-04
Deceased	90-18
Occupational Safety & Health Witnesses	95-17
Personal Records, Contained in	89-12, 92-24, 01-04
Police Internal Affairs Reports	98-5

Statements Made: See **INFORMATION PROVIDED BY A SOURCE**

OIP Op. Ltr. Index

Op. Ltr. No.

See also **COMPLAINANT'S IDENTITY**
LAW ENFORCEMENT RECORDS
PERSONAL RECORDS REQUESTS, Exemptions

INFORMATION PROVIDED BY A SOURCE	90-18, 91-9, 92-24, 94-27, 95-17, 95-19, 95-23, 98-1, 99-7, 99-8
---	--

Inmates: See **PRISONS**

Inspection Reports: See **LAW ENFORCEMENT RECORDS**

INSURANCE:

Airport Concessioners	90-3
Contracts & Policies	89-1
Financial Information, Captive Insurance Co	90-32
Notices	89-1
Statements of Benefits	89-1
Workers' Compensation: See WORKERS' COMPENSATION	

INTER/INTRA-AGENCY CORRESPONDENCE/MEMORANDA:

Agency Internal Policies/Rules/Practices	90-6, 90-34, 91-3, 91-30, 92-1
Attorney-Client Communications: See PRIVILEGED RECORDS	
Attorney Work Product: See PRIVILEGED RECORDS	
Consultants, Records Generated by	90-21, 91-16
Deliberative Process	
Decision Making By Non-Agency	91-15
Drafts	90-8, 91-16, 91-22, 92-26, 92-27, 93-19
Factual Material	89-9, 90-3, 90-8, 90-11, 90-21, 91-22, 91-24, 95-5, 98-3
Functional Test	90-21
"Inextricably Intertwined"	89-9, 90-8, 90-11, 90-21, 91-24
Loss of Protected Status	
Adopted/Incorporated by Agency	90-3, 90-8, 91-16, 91-22, 92-26, 00-01
Waiver by Disclosure	90-8, 91-22, 91-23, 92-26, 00-01
Not Applicable to	
Audiotape of Public Meeting	92-13
Interview Score Worksheets	94-8
Notes	90-8, 91-24
Purpose of Privilege	89-9, 90-3, 90-8, 90-11, 91-3, 91-15, 91-22, 92-5, 92-15, 92-26, 92-27, 93-13, 93-19, 95-12, 00-01
Workpapers	92-26

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Education Department Claim Report	92-14
Governor's Records, Former Governors	94-6
Negative Reflection on Agency	91-15, 92-5
Purchase of Service Proposal	91-14
Rating Sheets	91-14

INTER-AGENCY DISCLOSURE:

Agencies of Other States, Disclosure to	90-1, 90-4, 90-29
Disclosure in Writing	90-9
Disclosure Permitted, Not Required	90-24, 92-22
Disclosure Required by Statute	92-16
Improper Inter-Agency Disclosure	90-9
Law Enforcement Investigation Purpose	93-14
Legislature, Disclosure to	90-10, 91-8, 91-9, 99-4
Legislative Records.....	00-01
Limitations on Inter-Agency Disclosure	
Compatible with Purpose Obtained	91-28
Confidential Status Preserved	91-18, 99-9
Consistent with Expectations of Use	91-28
Program Receiving Federal Funds	92-20, 92-22
Reasonably Proper, Perform. of Duties	90-9, 90-24, 91-12, 91-18, 91-28, 92-8, 92-22
Records Protected by Statute	92-22, 93-14, 93-15
Requesting Agency's Duties and Functions Narrowly Construed	90-9, 92-24
Specific Laws Restricting Disclosure	92-22, 93-15
Written in Disjunctive	90-9, 91-18, 91-28
Personnel Information	91-28
Privileged Records	93-15
Recipient Agency's Duties	91-18, 92-8, 99-4
Requests Not Required to Be In Writing	90-9

See also **LEGISLATIVE HISTORY (UIPA)**, Inter-Agency Disclosure

"Internal" Records: See FRUSTRATION OF GOVERNMENT FUNCTION

Internal Revenue Code: See **TAXATION**

INTERVIEW RECORDS:

Interview Questions	94-8
Panelists' Notes	91-24
Rating Guidelines	94-8
Score Worksheets	94-8
Summaries, Scores	91-24

INTRA-AGENCY DISCLOSURE (CONFIDENTIAL INFO) 94-16, 95-10

INVENTORY, TRAILS AND ACCESSES 92-6

Investigation Reports: See **LAW ENFORCEMENT RECORDS**

OIP Op. Ltr. Index

Op. Ltr. No.

INVESTIGATORS:

Federal Criminal Investigation	90-9
Private Detectives	91-13
Professional Finders, Unclaimed Property	90-13
INVOICES	94-14

JUDICIARY:

Administrative Records	
Certified Drivers' Abstracts	90-4
Judicial Council's List of Nominees	93-13, 93-22
Judicial Selection Commission	92-3
Jury Master List	92-16
Traffic Citations	95-20
Circuit Court File Room, Access to	93-11
Non-Administrative Records	90-4, 91-24, 92-3, 93-8, 93-11, 95-4
Written Receipts, Judicial Nominees' List	92-3

Jury Lists: See **LISTS**

Juveniles: See **MINORS**

Labor Unions, Disclosure to: See **UNIONS, DISCLOSURE TO**

LAW ENFORCEMENT RECORDS:

Accident Investigation Records (DOSH)	95-5
Arrests	91-4, 93-2, 97-5
Autopsy Reports	91-32
Campus (UH) Security Records	93-2, 95-3
Citations	
Occupational Safety & Health	95-5
PSD Marine Patrol	94-20
Traffic	95-20
Civil Law Enforcement Agencies	89-17, 99-7, 99-8
Crimes, General Info re	93-2
Code Violation, Notices of	90-36
Complainants: See COMPLAINANT'S IDENTITY	
Confessions	90-18
Conviction Data	89-7, 89-14, 91-8, 95-15, 96-4, 97-5
Criminal History Record Information	91-4, 92-23, 97-5, 99-2
Daily Activity Reports, UH-Hilo	94-3
Directory Information, Inmates	89-14, 01-03
Firearms: See FIREARMS	
FBI Identification Records	92-23
Formal Charges	90-39
General Orders (police)	95-13
Glomarization	95-21

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Health/Safety of Witness/Informant	95-21, 98-5
Informants: See INFORMANTS	
Inmates: See PRISONS	
Internal Affairs Reports	98-5
Investigation, Code Violation	90-36
Investigation, Closed	95-21, 99-2, 99-7, 99-9
Investigation Reports	
Accidents, Occupational Safety & Health	95-5
Adult Residential Care Home Facilities	89-17
Agriculture Inspection	91-6
Campus Security	93-2
Criminal History Record Law Not Applicable	99-2
Occupational Safety & Health	95-5
Pending Cases, DLNR	91-9
Police Internal Affairs Reports	98-5
Police Investigation Report	99-2
Sanitarian's Report, Food Establishment	91-27
Suicide	95-21
Investigation Target, Information Already Provided to	89-17, 90-36, 91-27, 93-2
Investigatory Techniques	95-13, 95-21, 98-5
Juvenile Offenders	91-4
Mug Shots (Booking Photographs)	94-12
Nonconviction Data	97-5
Occupational Safety & Health Investigation Records	95-5
Pardons & Commutations	89-7
Pawn Records	95-9
Pending Proceedings	95-21, 98-5
Persons Named in Investigation	99-9
Police Internal Affairs Report	98-5
Policy and Procedures Manual, Department of Public Safety.....	90-34, 91-30, 94-19, 94-25,
	98-5
Prisoners: See PRISONS	
Privacy: See PRIVACY , Law Enforcement Records, Police Records	
Rap Sheets	91-4
Right to Fair Trial	95-21, 98-5
Sex Offender Records	95-11
Standards of Conduct	91-3, 92-1
Supplementary Homicide Report	94-1
Suspect's Identity, Criminal Investigation	92-19, 93-2, 95-21
University of Hawaii Security Records	93-2
Witness Statements	90-18, 91-9, 95-21, 98-5
See also POLICE RECORDS	
PRISONS	
LAW SCHOOL (UNIVERSITY OF HAWAII)	89-9, 91-15
LEASES:	
Airport Concessioners	90-3
Appraisals for Public Land: See APPRAISALS	
Hawaiian Home Lands	91-19

OIP Op. Ltr. Index

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
To Federal Agency for Criminal or Civil Law Enforcement	90-1
Judiciary Non-Administrative Records	93-11
Model Code Analogy	89-5, 89-15, 90-2, 90-9, 90-12, 90-21, 90-30, 90-31, 90-35, 90-40, 91-15, 91-18, 92-7, 92-11, 92-15, 92-25, 93-6, 93-17, 94-3, 94-8, 94-18, 94-26, 95-6, 95-8, 95-15, 00-02, 02-07
Motor Vehicle Registration Information	91-13, 95-16
Part III Origins	91-18
Personal Records, Access to	89-12, 95-23
Privacy Exception	
Consult Model Code	89-5, 90-21, 92-19
Federal Privacy Act Analogy	91-18, 93-6
FOIA Case Law, Use as Guidance.....	89-1, 89-2, 89-4, 89-5, 89-12, 89-16, 90-1, 90-7, 90-9, 90-14, 90-18, 90-37, 95-10
Right to Privacy	91-33
Records Designated Public	89-5, 89-6, 89-7, 89-8, 89-9, 89-14, 90-1, 90-7, 90-15, 90-16, 90-28, 90-29, 90-31, 91-11, 91-14, 91-15, 91-21, 91-26, 92-18, 92-27, 94-6, 94-9, 94-17
Records Designated Public Before UIPA	89-13, 90-4, 90-20, 90-36, 91-17, 91-32, 92-5, 92-20, 92-25, 93-4
Report of Governor's Committee on Public Records & Privacy, Influence of	89-6, 89-11, 89-14, 90-1, 90-4, 90-15, 90-20, 90-29, 91-14, 91-20, 91-26, 92-17, 92-27, 93-5, 93-10, 02-04, 02-07
“Scintilla of Public Interest”	89-1, 89-2, 89-5, 89-9, 89-17, 90-7, 90-12, 90-13, 90-14, 90-16, 90-18, 90-35, 90-36, 90-38, 91-2, 91-4, 91-24, 92-4, 92-8, 92-20, 93-1, 93-3, 93-5, 93-13, 94-3, 94-6, 94-21, 95-10, 95-12, 95-16, 95-24
Tax Records Not Open to Public	89-3
Trade Secrets	90-2, 90-15, 97-4

See also **STATUTORY CONSTRUCTION**, Legislative History

LEGISLATIVE RECORDS:

Committee Reports, Unfiled	90-19
Correspondence.....	00-01

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Legislators' Annual Allowances	93-17
Legislators' Personal Files.....	00-01
Legislature, Access Privileges: See INTER-AGENCY DISCLOSURE	
LETTERS OF COMMENDATION OR APPRECIATION	94-22
LIBRARIES:	
Circulation Records	90-30
Fines	90-30
Newspaper Clippings Binder	91-25
Overdue Notices on Postcards	93-21
Patron Circulation/Registration Data	90-30
LICENSES AND PERMITS:	
Adult Residential Care Homes	89-17
Airport Concessioners	90-3
Applicants	
Character, Evaluation of	92-24
Experience, Certificate of	92-24, 97-10
Applications	90-10, 91-1, 91-11, 92-18, 97-10
Architects	91-5, 93-6, 99-5
Building Permit Information	90-20
Certifications, Pesticide Applicators	92-18
Contractors' Licenses	90-28, 97-10
Disciplinary Records, Licensees	90-28
Dog Licenses	90-31
Driver's License Information Used for Jury List	92-16
Educational Background of Licensee	91-1, 92-18
Emergency Medical Services	93-5
Experience, Licensee's.....	91-1, 91-11, 92-18, 92-24
Firearms Registration	90-25, 95-18
Fitness for License, Individual's	89-13, 91-1, 92-18
Import Permits (Agricultural)	94-14
Massage Therapist	91-1, 91-11
"Permit to Acquire" (Firearm)	90-25
Revenues of Permittees	90-3
Revocation of License	
Contractors' Licenses	90-28
Massage Therapist Licenses	91-1
Special Treatment Facilities' License	89-13
Suspension of License	91-1
Vessels.....	99-3, 99-8
LIKELIHOOD OF ACTUAL IDENTIFICATION	94-8, 95-2, 95-5, 95-11, 95-17, 95-21, 98-1, 98-5, 99-2, 99-6

OIP Op. Ltr. Index

Op. Ltr. No.

LISTS:

Blind Individuals, Register	92-22
Certified List of Eligibles	90-14, 95-2
Civil Rights Commission, Complaints.....	91-22
Condominium Association Registry	93-16
Create/Compile a List, No Duty to	90-31, 97-8
Employees, Prospective	93-5
Employers, Self-Insured (Workers' Compensation)	92-7
Government Employees, Health Fund Membership	91-18
Inmates	89-14, 01-03
Law School Admissions Committee Members	89-9
Licensed Contractors	90-28
Mailing Lists	90-35, 92-12, 99-6
Master Jury	92-16
Membership in Citizens' Group	93-20
Nominees for Ethics Commission	93-13, 93-22
Police, Names & Amounts (Special Duty)	91-2
Voters, General County Register	90-22
Waiting Lists	89-4, 92-11

See also **ELECTRONIC INFORMATION**

LITIGANT, RECORDS SOUGHT BY	92-5, 95-8, 95-16
--	-------------------

LITIGATION:

Agencies' Fear of	92-5, 92-6
Discovery Privileges Not Created by UIPA Exceptions	95-16
Inadmissible Records (By Statute)	95-5

LOANS, GOVERNMENT:

Activity Reports	89-5
Agricultural Loans	89-6
Amount	93-1
Applications	89-5
Bankruptcy Status	89-5
Borrowers' Names & Addresses	89-5, 89-6, 91-19
Defaulted Loans, Federal Pursuit of	90-9
Delinquent Loan Reports	89-2, 89-6
Federally Funded	93-1
Financial Statements	89-5
Guarantors' Names & Addresses	89-5
Lessee's Trial Balance & Age Analysis	91-19
Native Hawaiian Revolving Loan Fund	93-1
Purpose of Loan	93-1
Status	89-5, 89-6, 91-19, 93-1

Lobbyists: See **LISTS**, Mailing

Location of Record: See **RECORDS COLLECTION PRACTICES**

OIP Op. Ltr. Index

Op. Ltr. No.

LOGS:

Arrest	91-4
Appointments, Health Clinic	93-14

Mailing Lists: See **LISTS**, Mailing

ELECTRONIC INFORMATION

Manifestly Unfair Advantage": See **FRUSTRATION OF GOVERNMENT FUNCTION**

MAINTAINS	95-8, 97-2, 02-05
------------------------	-------------------

MARINE PATROL CITATIONS	94-20
--------------------------------------	-------

MARITAL/FAMILIAL STATUS:

Law School Personnel	91-15
Name Change Applicants	92-4
Police Employees as Subject of Investigation	98-5
Workers' Compensation Applicants.....	94-21

MARRIAGE RECORDS	90-23
-------------------------------	-------

MASTER PLANS	91-16
---------------------------	-------

MEDICAL INFORMATION:

Ambulance Reports	91-33
Appointment Log, Health Clinic	93-14
Autopsy Reports	91-32
Blindness	92-22
Claim Against the State, DAGS Report of	92-14
Government Employees' Sick Leave Records	90-17, 91-26, 92-25, 94-22
Handicap Status	91-12
Health Fund Membership Lists	91-18
Health/Safety of an Individual	93-12, 93-15
Inmates	93-7
Medical Condition	92-8, 93-15
Mental Disorders	90-25
Patients of Adult Residential Care Home Facilities	89-17
Physician-Patient Communications	93-15, 95-16
Subpoenaed Medical Records	95-16
Substance Addiction	90-25

Meetings, Records Discussed at: See **OPEN MEETINGS**

MILITARY SERVICE	95-2
-------------------------------	------

OIP Op. Ltr. Index

Op. Ltr. No.

MINORS:

Arrest Records	91-4
Drivers' Abstracts	90-4
Sex Offense Conviction	95-11
Victims	99-2

Minutes of Public Meeting: See **OPEN MEETINGS**

Misconduct: See **GOVERNMENT EMPLOYEES**

Model Code (Uniform Information Practices Code): See **LEGISLATIVE HISTORY, UIPA, Model Code Analogy**

MOTOR VEHICLE RECORDS:

Drivers' Abstracts	90-4
Drivers' License Information	92-16
Motor Vehicle Registration	91-13
Traffic Citations	95-20

MUG SHOTS

94-12

NA ALA HELE

92-6

NA LEO 'O HAWAII

94-24, 02-08

NAMES:

Applicants

Boards and Commissions	91-8
Government Employment	91-24
Government Subsidized Housing	92-11
Law School Admission	95-10
Name Change	92-4
Police Promotions	94-8
Unsuccessful Job Applicants	95-2
Vessel Registration	99-3
Apprentices	92-20
Architectural Registration Exam Jurors	91-5
Bidders	94-26
Bidders' Employees	93-5
Blind Individuals	92-22
Boards and Commissions	
Financial Disclosure Statement Filing Date	95-14
Generally.....	93-22
Borrowers in Government Loan Programs	89-5, 89-6, 91-19, 93-1
Certified Payroll Records	89-8
Claimants Against the State	92-14
Committee, Members of	89-9, 90-16
Complainants: See COMPLAINANT'S IDENTITY	
Concealed Weapons Licensee	95-18

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Condominium Association Board Members	93-16
Consultants, Unpaid	95-11
Contractors	90-28
Corporation Employees.....	02-04
Deceased Welfare Recipient	90-26
Discharged Government Employee	95-6, 99-1
Employees of Contractors with the State	89-8, 97-7
Employees (Prospective) of Government Bidder	93-5
Employer (Former)	95-2
Ethics Commission Nominees	93-13, 93-22
Examiners/Jurors for Architectural Exam	91-5
Expert Witnesses	94-11
Firearms Registrants	90-25
Government Employees	
Bid Scorers and Evaluators	91-14
Discharged Government Employee	95-6, 99-1
Formally Charged With Misconduct	90-12, 90-39, 99-1
Preparers of Report	94-1
Police Officers	97-1
Retirement Plan Participants	91-7
Subject of Police Internal Affairs Investigation	98-5
Suspended Government Employee	99-1
Informants in an Investigation.....	95-21, 99-7, 99-8, 01-04
Inmates	89-14
Infectious/Communicable Diseased Person	93-15
Judicial Nominees	92-3
Jury List, Driver's License Information from	92-16
Lessees, Hawaiian Home Lands	91-19
Living Individuals Identified in Autopsy Reports	91-32
Loan Programs (Government), Borrowers in	89-5, 89-6, 91-19
Massage Therapist Licensees	91-1
Medical Patient With Infectious Disease	93-14
Members of Citizens' Group	93-20
Name Change Applicants	92-4
Native Hawaiian Revolving Loan Recipients	93-1
Nominees	
Boards and Commissions	91-8, 93-13, 93-22
Judicial Vacancies	92-3
Participants (WICHE Program)	94-28
Partners.....	02-04
Payees of Escheated Warrants	90-38
Petitioners, Liquor License Protest	94-10
Police	
Individuals Arrested by	91-4
Special Duty Service Police Officers	91-2
Subject of Internal Affairs Investigation	98-5
Purchasers, Leasehold Fee	91-21
Quarantined Animal, Owner of	93-12
Real Property Owners.....	02-04
Requesters of	
Ethics Opinions	96-2
Government Records	90-37, 93-23, 96-4

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
OIP Advisory Opinions	90-37
Respondents to Complaint	91-22
Seminar Attendees	89-16
Students in WICHE Program	94-28
Suspects in Criminal Investigations	92-19, 99-2, 99-9
Trusts	
Beneficiaries.....	02-04
Trustees.....	02-04
Veterans, Hawaii Residents	92-8
Water Use Declarants	90-35
Welfare Recipients	90-26, 00-02
WICHE Program Participants	94-28
Witnesses: See INFORMANTS	
Workers' Compensation Self-Insured Employers	92-7
Names and Addresses: See LISTS, Mailing	
NEWSPAPERS/NEWSLETTERS:	
<u>Ag Rag, The</u>	92-15
"Clip File" Binder	91-25
Nominees: See APPLICANTS	
NON-PROFIT ORGANIZATIONS:	
Akaku-Maui Community Television	93-18, 02-08
Hawaii Visitors Bureau	92-17
Ho'ike: Kaua'i Community Television	94-23, 02-08
Na Leo 'O Hawai'i, Inc.	94-24, 02-08
'Olelo: The Corporation for Community Television.....	02-08
Protection and Advocacy Agency of Hawaii	90-21
Tax Returns, Availability of	92-17
UH Foundation	97-3
NOTES, STAFF	90-8, 91-24
NOTICES:	
Insurance, Workers' Compensation	89-1
Library, Overdue Books	93-21
Violation, County Department of Public Works	90-36
OCCUPATIONS:	
Borrowers	89-6
Nominees for Boards & Commissions	91-8
Search Committee Members	90-16
Seminar Attendees	89-16
See also PROFESSIONAL AFFILIATIONS EMPLOYMENT HISTORY	

OIP Op. Ltr. Index

Op. Ltr. No.

'OLELO: THE CORPORATION FOR COMMUNITY TELEVISION.....02-08

Oneself, Records Pertaining to: See **PERSONAL RECORDS REQUESTS**

OPEN MEETINGS:

Agendas.....	.01-06
Approval of Minutes.....	02-06
Audiotape Recordings of	92-13, 02-06
Deliberation.....	.01-01, 01-06
Decision-making.....	.01-01, 01-06
Electronic Copy of Transcript96-1
Home Addresses in Transcript of90-35
Minutes	92-13, 92-27, 02-06
Multiple Boards.....	.01-01
Notice Required, when.....	.01-01, 01-06
Quorum Present.....	.01-01
Records Discussed or Identified at91-22
Prohibited Practice Proceedings95-22
Testimony	
Generally.....	.01-06
Previous Opportunity, Effect of.....	.01-06
Sign Up.....	.02-02
Time Limits.....	.02-02
Transcripts95-22, 96-1, 02-06

See also **SUNSHINE LAW**

OPINIONS AND ORDERS:

"Adjudication" of Cases	94-30
Arbitration	
Decision, Discharge of Employee95-6
Lease Rent	90-40
Attorney General Opinions	91-23
Contested Case Hearing, Need Not Result From	90-40
DAGS Report of Claim Against the State92-14
Ethics Commission Opinions.....	.96-1, 98-1
"Final" Decisions & Orders90-28, 90-40, 94-30, 95-17, 00-02
Labor Appeals Board95-17
Name Change Orders92-4
"Order," Defined90-40, 94-30
Tax Department Written Determinations/Opinions92-10
Workers' Compensation Decisions94-30

Orders: See **OPINIONS AND ORDERS**

ORDINANCES:

City & County Employees' Parking Rates89-11
City Ethics Commission Advisory Opinions96-2

OIP Op. Ltr. Index

Op. Ltr. No.

County Budget	91-17
Foreign Property Owners.....	02-04
Information Protected By.....	01-02
Tax Assessment Records.....	01-02
PARDONS AND COMMUTATIONS	89-7
PARKING:	
Rates, County Employees	89-11
PARTICIPANTS (WICHE PROGRAM)	94-28
See also ATTENDEES	
PARTNERSHIPS.....	02-04
PASSPORTS:	
Name Change Petitions	92-4
PAWN TRANSACTIONS	95-9
PAYROLL RECORDS:	
Certified Payroll Records	89-8, 89-11, 97-7
Public Safety, Department of	92-25
PENSIONS AND RETIREMENT SYSTEMS:	
Pension Benefits	90-1
Plan Selected	91-7
Veterans' Pension Status	92-8
Permits: See LICENSES AND PERMITS	
PERSONAL RECORDS REQUESTS:	
"Accessible" Personal Record	95-19
Circumvention of Statutes/Regulations	94-19
Complainant's Identity	89-12, 95-19
Confidentiality, Express Promise of.....	95-4, 95-19, 95-23, 01-04
Confidentiality, Implied Promise of	92-24, 95-19, 01-04
Constitutional/Statutory Privilege.....	92-14
Correction of Record.....	02-05
Criminal Law Enforcement Records.....	95-11
Defined	90-29
Disclosure, Agency's Past Practices	92-24
Disclosure to Exclusive Representative	90-14
Grievance Proceedings, "Relevant Records".....	90-14
Identity of Source	89-12, 92-24, 94-27, 95-4, 95-19, 95-23, 01-04

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Information Provided by Source	95-19, 95-23
Leave of Absence	92-25
Medical Records	93-7
Narrowly Construed.....	95-4
Past Practice of Disclosure	92-24
Payroll Records	92-25
Personnel File, "Unofficial".....	94-29
Proceedings Against an Individual	94-27
Requester Identification	90-29, 93-7
Requests for	89-12
Sealed by Court Order.....	02-03
Third Parties, Information Concerning	94-27, 95-19, 95-23
Time Limit for Agency's Response	90-29, 92-24
Union, Request By	94-22
"Unofficial" Personnel File.....	94-29

PERSONNEL:

Applicants	
Certified List of Eligibles	90-14, 95-2
Civil Service, Unsuccessful	91-24, 91-28, 95-6
Criminal History	92-23
Evaluations	89-2, 90-14
Examination Questions	94-8
Examination Scores	90-14, 91-28, 94-8
Government Employment	89-2, 90-14, 91-24, 91-28, 94-8
Interview Panelists' Notes	91-24
Interview Questions	94-8
Interview Score Summaries	91-24
Police Promotion.....	94-8
Rating Guidelines	94-8
State Employment Service	91-12
Summary, Interview Scores	91-24
Applications	89-2, 91-28, 94-8, 95-2
Commendation/Appreciation, Letters of	94-22
Consultants, Unpaid	95-11
Contract Hires	89-11
Discharge of Government Employee	95-6, 99-1
Disciplinary Records	90-12, 90-39, 94-7, 95-6, 98-5, 99-1
Educational Background: See EDUCATIONAL BACKGROUND	
Employee Position & Pay Schedule	92-17
Employment Contracts	91-31
Employment History: See Resumes (below)	
Evaluations	
Applicants and Candidates	89-2, 90-14
Government Employees	94-22
Exam Scores: See Applicants (above)	
Individual's Access to Personnel File	94-29
Investigative Reports	90-17, 91-26, 92-25

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Leave of Absence Summaries	94-22
Misconduct	99-1
Payroll Records	89-11, 92-25
Pension Information	90-1, 91-7
Personnel Records	94-29, 98-5, 99-1
Petition Against Employee	95-4
Police Internal Affairs Investigation Reports	98-5
Police Standards of Conduct	91-3
Resumés	89-2, 94-9, 95-2
Salaries: See COMPENSATION	
Suspension of Government Employee	99-1
Union Request for Personnel Files	94-22
"Unofficial" Personnel Files	94-29

See also **EMPLOYMENT HISTORY**
GOVERNMENT EMPLOYEES

PETITIONS:

Government Employee, Against	95-4
Liquor License Issuance, Protesting	94-10
Name Change	92-4

Photocopying: See **COPYING FEES**

PHOTOGRAPHS:

Accidents, Occupational Safety & Health	95-5
Massage Therapist License Applicants	91-1
Mug Shots	94-12

Physical Characteristics: See **PRIVACY**, Physical Characteristics

PLANS	90-20, 91-16, 92-17, 93-19, 99-5
--------------------	-------------------------------------

POLICE RECORDS:

Arrests	91-4, 93-2
General Orders	95-13
Homicide Report, Supplementary	94-1
Internal Affairs Investigation Report	98-5
Information About Police Officers	91-26
Investigation Report	95-21, 99-2, 99-8
Misconduct	95-19, 98-5
Mug Shots	94-12
Pawn Records	95-9
Promotion, Records Relating to	
Applications	94-8
Examination Questions	94-8
Interview Questions	94-8
Interview Score Worksheet	94-8

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Rating Guidelines	94-8
Rap Sheets	91-4
Report.....	95-21, 99-2
Special Duty Service Pay	91-1
Standards of Conduct	91-3
See also LAW ENFORCEMENT RECORDS	
POLICIES AND PROCEDURES	90-34, 91-30, 94-19, 94-25, 95-13
POSTCARDS, CONFIDENTIAL INFORMATION CONTAINED ON	93-21
"Predominately Internal": See FRUSTRATION OF GOVERNMENT FUNCTION , "Predominately Internal"	
Premature Disclosure: See DISCLOSURE OF RECORDS	
PRISONS:	
Inmates	
Directory Information	89-14, 01-03
Institutional File.....	02-05
Medical Records, Inmate Access to	93-7
Release Dates, Tentative	89-14
Search Policies	94-25
Transfer Policies	94-19
Mainland Prisons.....	02-05
Newspaper Clippings Binder	91-25
Policy and Procedure Manual	90-34, 91-30, 94-19, 94-25,
Record Maintenance.....	02-05
Special Master, Executive Search Firm	
Report	89-2
Standards of Conduct, Employees'	92-1
PRIVACY:	
Addresses: See ADDRESSES	
Age	91-26
Appearance in Court	99-2
Applicants: See APPLICANTS	
Awareness of Record's Existence Not Needed for Privacy Right to Exist	90-13
Balancing Test	89-1, 89-2, 89-4, 89-5, 89-9, 89-12, 89-16, 89-17, 90-7, 90-12, 90-13, 90-14, 90-15, 90-16, 90-17, 90-18, 90-21, 90-25, 90-26, 90-28, 90-29, 90-30, 90-31, 90-35, 90-36, 90-37, 90-38, 91-8, 91-12, 91-18, 91-21, 91-26, 91-27, 91-28, 92-4, 92-8, 92-11, 92-14, 92-15, 92-17,

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Balancing Test (cont.).....	92-18, 92-19, 92-20, 92-22, 93-5, 93-20, 93-4, 94-6, 95-6, 95-7, 95-9, 95-10, 97-1, 97-10, 99-3, 99-6, 99-7, 99-8, 99-9, 01-03, 02-04
Birth Dates: See BIRTH DATES	
Certified List of Eligibles	97-1, 90-14
Citizenship	90-25, 94-8, 95-2, 99-3, 02-04
Commendation, Letters of	94-22
Confidential Information Made Public by Statute	92-12
Deceased Persons	90-13, 90-18, 90-26, 91-32, 91-33, 95-21, 97-2
Deceased Persons' Records, Individuals Identified in	91-32, 91-33, 95-21
Disciplinary Records, Government Employees	90-12, 90-39, 94-7, 95-6 97-1, 98-5, 99-1
Educational Background: See EDUCATIONAL BACKGROUND	
Embarrassing Disclosures: See EMBARRASSING DISCLOSURES	
Employment Background: See EMPLOYMENT HISTORY	
Employment Misconduct	94-7, 95-6, 95-19, 96-2, 97-1, 98-5, 99-1
Ethnicity: See ETHNICITY	
Evaluations	89-2, 90-14, 90-21
Examination Scores	90-14, 91-28, 92-18
FBI Identification	92-23
Financial Information: See FINANCIAL INFORMATION (OF INDIVIDUALS)	
Government Employees, Limited Right to Privacy	89-9, 90-16, 94-8
Governor's Records, Former Governors	94-6
Hawaiian Quotient	91-19
Housing Applicants (Government Subsidized)	92-11
Income	91-2, 92-17
Identified in Court Records	99-2
Individuals' Names Publicly Announced	92-11
Interview Scores: See PERSONNEL	
Investigation, Conclusion of.....	95-21
Investigation Reports	91-6, 95-21, 98-5, 99-2, 99-9, 01-04
Knowledge of Information's Existence	90-13, 97-8
Law Enforcement Records	90-18, 91-4, 91-32, 92-19, 93-2, 94-1, 94-3, 95-21, 98-5, 99-2, 99-9
Leasehold Fee Purchasers	91-21
Letters of Commendation	94-22
Library Circulation & Fine Records	90-30, 93-21
Licenses: See LICENSES AND PERMITS	
Likelihood of Actual Identification	95-2, 98-5, 99-2, 99-7, 00-02
Living Individuals Identified in Records About Deceased Persons	91-32, 91-33
Marital Status: See MARITAL/FAMILIAL STATUS	
Media, Individual's Disclosure to	94-21
Medical Information: See MEDICAL INFORMATION	

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Membership in Citizens' Group	93-20
Military Service	95-2
Name Change Records	92-4
Names: See NAMES	
Natural Persons, Privacy Limited to	89-1, 89-5, 89-13, 90-3, 90-9, 90-13, 90-15, 90-21, 90-30, 90-35, 90-37, 90-38, 91-1, 91-6, 91-21, 91-27, 92-6, 92-7, 92-17, 93-1, 93-5, 93-20, 94-20, 97-10, 02-04
Oral Confidentiality Promises, Effect of.....	93-22
Pawn Transactions	95-9
Pending Proceedings	95-21
Pension Data	90-1, 91-7
Personal Evaluation/Recommendation	95-24
Personnel Records: See PERSONNEL RECORDS	
Petitions	
Against Government Employee	95-4
Against Liquor License Issuance	94-10
Photograph of Licensee	91-1
Physical Characteristics	90-25, 91-12, 92-20, 94-20, 01-03
Police Records	91-4, 93-2, 94-12, 98-5, 99-2, 99-8
Public Announcement of Names	92-11
Public Interest in Government Spending	90-21, 91-19, 94-15, 94-17, 94-18, 94-28
Public Interest to be Considered	89-4, 89-16, 90-1, 90-7, 90-9, 91-19, 92-11, 92-17, 93-5, 93-13, 93-20, 93-22, 94-21, 95-10, 95-14, 95-24, 97-10, 98-5, 99-6, 99-7, 99-8, 99-9
Public Records, Conflict with HRS § 92F-12.....	89-5, 89-6, 89-7, 89-8, 89-9, 89-16, 90-7, 90-16, 90-20, 90-29, 90-31, 90-34, 90-40, 91-11, 91-26, 92-18, 93-1, 93-10, 94-9, 97-7
Public Records, Pre-UIPA	90-20, 90-36, 92-5, 92-20, 99-5, 00-02
Qualifications: See EDUCATIONAL BACKGROUND EMPLOYMENT HISTORY	
"Scintilla of Public Interest": See LEGISLATIVE HISTORY, UIPA, Privacy Exception	
Service Holder Data (Water)	90-29
Settlement Agreements	89-10
Sex Offender Records	95-11
Sexual Harassment: See SEXUAL HARASSMENT	
Signatures	
Applicant, Government Employment	95-2
Petition Against Employee	95-4
Social Security Numbers: See SOCIAL SECURITY NUMBERS	

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Surviving Family Members	90-18, 91-32, 97-2
Suspect's Identity	92-19, 93-2, 95-21, 99-2
Telephone Numbers, Home: See TELEPHONE NUMBERS , Home	
UIPA Record Requesters	90-37, 93-23
Veteran Status	92-20
Waiver	
Consent to Disclosure	89-16, 91-12, 93-20, 94-21, 01-04
Disclosure to Media	94-21, 98-5
Water Service Consumption Data: See WATER SERVICE CONSUMPTION DATA	
Welfare: See WELFARE, SOCIAL SERVICES	
Work Experience	
Governmental	89-2, 91-8, 95-2
Non-governmental	89-13, 90-21, 91-12, 95-2, 97-10

PRIVACY ACT, FEDERAL:

Relationship Between UIPA & Privacy Act	91-18, 95-23
---	--------------

PRIVILEGED RECORDS:

Attorney-Client	89-10, 91-23
Attorney Work Product	
Factual & Deliberative Material	92-14, 01-05
Factual Material Already Disclosed	92-14, 98-3
Not Limited to Doc Prepared by Attorney	92-14
Burden of Proof	93-15
Constitutional/Statutory Privilege	92-14, 02-03
Deliberative Process Privilege: See INTER/INTRA-AGENCY CORRESPONDENCE/MEMORANDA	
Physician-Patient Communication	93-15, 01-05
Record Prepared in Anticipation of Litigation.....	01-05
Waiver of Privilege	91-23

Proceedings: See **HEARINGS**

Processing Requests: See **DISCLOURE OF RECORDS**
PERSONAL RECORD REQUESTS
RECORDS COLLECTION PRACTICES
REQUESTS UNDER UIPA

Procurement: See **BIDS AND PROPOSALS**

PROFESSIONAL AFFILIATIONS:

American Bar Association	91-15
Association of American Law Schools	91-15
National Association of State Contractors' Licensing Agencies	90-28

OIP Op. Ltr. Index

Op. Ltr. No.

National Council of Architectural Registration Boards	91-5
Seminar Attendees'	89-16

See also **OCCUPATIONS**

PROGRAM REVIEWS:

Law School (UH)	91-15
University of Hawaii	90-11

Promises of Confidentiality: See **CONFIDENTIALITY, GENERAL CONCEPTS
PERSONAL RECORDS REQUESTS**

Proposals: See **BIDS AND PROPOSALS**

PROPRIETARY INFORMATION:

Confidentiality Agreements	90-2
Generally	90-2, 02-07
Government Contract Bids	90-15

See also **CONFIDENTIAL COMMERCIAL & FINANCIAL INFORMATION**

Public Assistance, Recipient of: See **WELFARE, SOCIAL SERVICES**

Public Disclosure, Premature: See **DISCLOSURE OF RECORDS
DISCLOSURE, INTENTIONAL**

Public Employees: See **GOVERNMENT EMPLOYEES
PERSONNEL**

Public Funds, Expenditure of: See **PRIVACY, Public Interest in Government Spending**

Public Interest: See **PRIVACY, Balancing Test**

Public Meetings: See **OPEN MEETINGS
SUNSHINE LAW**

PUBLIC RECORDS:

Abstracts, Drivers'	90-4
Adult Residential Care Home Facilities	
Statements of Deficiencies and Plans of Corrections	89-17
Affidavits, Voter Registration	90-22
Applications	
Animal Registration	90-31
Boards and Commissions, Successful Applicants for Appointment	91-8
Building Permit	90-20
Massage Therapists' License	91-11
Pesticide Applicator Certification	92-18

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Seminar Attendees' Registration	89-16
Appraisals, Airport Property.....	91-10
Audiotape, Public Meeting	92-13
Audits	
Airport Concessioner Revenue Audits	90-3
Financial and Compliance Audit	90-21
Budget Ordinance	91-17
Building Plans	90-20, 99-5
Certified Payroll Records	89-8, 97-7
Condominium Association Registry	93-16
Citations	
Marine Patrol.....	94-20
Traffic.....	95-20
Contracts	
Attachments to Hawaii Visitors Bureau Contract	92-17
Consultants	91-16
Kona Community Hospital.....	98-2, 99-4
Conviction Data	92-23
Correspondence	
Spaceport Master Plan, Contract Terms	91-16
UH Law School	91-15
Course Materials, Training Courses	90-6
Data File, Lessees' (DHHL)	91-19
Decisions: See OPINIONS AND ORDERS	
Declarations of Water Use	90-35
Disciplinary Action, Formal Charges	90-39
Electronic Mailing List (Water Use)	90-35
Escheated Warrants Reports	90-38
Final Documents	93-19
Financial Disclosure Statements, Face Sheet	95-14
Government Employees	
Compensation	89-11, 91-17
Employment-Related Misconduct	94-7
Sick Leave	90-17
Vacation Leave	90-17
Inmate Search Policy	94-25
Interview Score Worksheets	94-8
Invoices	
Harbor Demurrage Fees	92-9
Import	94-14
Leaves of Absence, Government Employees	90-17
Ledger Trial & Age Analysis, Lessees	91-19
Legislative Enactments	91-17
Letters of Commendation or Appreciation	94-22
Library Fines	90-30
Lists	
Employees, Prospective	93-5
Employers, Self-Insured	92-7
Inmates	89-14
Law School Admissions Committee	89-9
Licensed Contractors	90-28
Nominees for Ethics Commission	93-13, 93-22

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Registered Lobbyists Mailing List	92-12
Section 8 Housing Waiting List	92-10
Students, WICHE Program	94-28
Voters, General County Register	90-22
Waiting Lists	89-4, 92-11
Water Use Declarants Mailing List	90-35
WICHE Program Participants	94-28
Loans	
Delinquent Loan Reports	89-6
Lessees' Ledger Trial Balance (DHHL)	91-19
State Loan Program Records	89-5
Manual, PSD Policies & Procedures	90-34
Memoranda, Intra-Agency	
Cited or Identified at Public Meeting	91-22
Minutes, Open Meeting	92-27
Mug Shots (Booking Photographs)	94-12
Name Change Orders	92-4
Newsletter, <u>Ag Rag, The</u>	92-15
Newspaper Clippings Binder, (PSD).....	91-25
Notices	
Violation, County Public Works	90-36
Workers' Compensation Insurance	89-1
Opinion Letters	
Attorney General Opinion Letters	91-23
City & County of Honolulu Ethics Commission Advisory Opinions	98-1
Requests for OIP Opinion Letters	90-37
Ordinances	
Honolulu, City & County of	89-11
Kauai County Budget	91-17
Pardons, Gubernatorial	89-7
Parking Rates	89-11
Payroll Records, Certified	89-8
Permits, Agricultural Import	94-14
Petition Against Liquor License Issuance	94-10
Police Department Records	
Mug Shots (Booking Photographs)	94-12
Police Blotter	91-4
Special Duty, List of Contractors for	91-2
Standards of Conduct	91-3
Proposals	
Accepted Proposals, Title Services for Leasehold Fee Purchases	91-21
Public Contracts, Bids	90-15
Public Safety, Department of	
Inmate Roster	89-14
Newspaper Clippings Binder	91-25
Policies and Procedures Manual	90-34
Standards of Conduct	92-1
Table of Contents, Policies and Procedures Manual	91-30
Rating Guidelines	94-8
Rating Sheets, Purchase of Service Proposals	91-14
Real Property Tax Information	01-02

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Registration	
Animals	90-31
Firearms	90-25
Reports	
Ambulance	91-33
Autopsy	91-32
DAGS Report to Legislature, Claims Against the State	92-14
Daily Activity (Incident)	94-3
Delinquent Loan	89-6
Demurrage Fee Report Forms	92-9
Escheated Warrants	90-38
Financial Reports Filed with PUC.....	93-40
Food Poisoning Incident	91-27
Foreign Real Property Owners.....	02-04
Harbor Demurrage Fees	92-2
Inspection, Agricultural	94-14
Investigative, Agriculture Department	91-6
Law School Joint Site Evaluation	91-15
Property Presumed Abandoned	90-13
Self-Insurer for Workers' Compensation	93-3
Requests	
Requests for OIP Advisory Opinions	90-37
UIPA Record Requests	90-37, 93-23
Resumes	
Commission Members	94-9
Reviews	
Construction Plans, Review by Commission Persons with Disabilities	92-5
Rosters: See Lists	
Salaries	
Government Employees,Identified in Budget Ordinance	91-17
Research Corporation, University of Hawaii (RCUH)	90-33
Settlement Agreement, Anti-Trust Case	92-21
Settlement Proposal (OTG)	94-17
Shipping Manifests	94-14
Sick Leave, Government Employees	90-17
Statements	
Deficiencies & Plans of Correction,	
Adult Residential Care Home Facilities	89-17
Summaries, Interview Scores	91-24
Supplementary Homicide Report	94-1
Table of Contents, PSD Policy & Procedures Manual	91-30
Tape Recordings	92-13
Training Course Materials	90-6
Transcripts	
Labor Board Proceedings	95-22
Public Proceedings	90-35
Vacation Leave, Government Employees	90-17
Voters	
General County Register	90-22
Registration Affidavits	90-22
Water Use, Declarations of	90-35
Water Service Consumption Data	90-29

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Workers' Compensation	
Lists of Self-Insured Employers	92-7
Notices of Insurance	89-1
PUBLIC RECORDS REPORT (UIPA):	
Entities Exempt From Reporting Requests.....	92-2
Purchasing, Government: See	BIDS AND PROPOSALS
	CONTRACTS
	FRUSTRATION OF GOVERNMENT FUNCTION
RATING DOCUMENTS:	
Job Interview Score Sheets	91-24, 94-8
Rating Guidelines, Police Promotion	94-8
"Readily Retrievable": See RECORDS COLLECTION PRACTICES	
REAL PROPERTY TAX INFORMATION02-04	
Reason for UIPA Request: See REQUESTERS, ACCESS INTEREST OF	
Recommendations: See INTER/INTRA-AGENCY CORRESPONDENCE/MEMORANDA	
RECOMMENDATION, PERSONAL	92-24
RECORDS COLLECTION PRACTICES:	
Control Over Record (Administrative)	95-8
Creation of Records Not Required	90-31, 93-16, 94-3
Data Banks	90-7, 90-13, 99-3
Destruction of Records: See RECORDS DESTRUCTION	
Existing Programming Capabilities	90-35, 92-7, 99-3
Format of Record: See RECORD FORMAT	
From Non-Governmental Entities.....	02-05
Location of Record	91-25, 92-26, 95-8
"Readily Retrievable"	90-31, 90-35, 92-7, 93-16
Retention	
Agency Not Required To Maintain Record	95-20, 97-8, 02-05
Limited	95-20
"Routinely Compiled"	90-35
"Unofficial" Personnel Files	94-29
RECORDS DESTRUCTION:	
Destruction of Record to Avoid Disclosure	92-13
Destruction Would be Violation of Good Faith	97-8, 99-7
Governed by State Archives	89-5, 92-13, 99-7

OIP Op. Ltr. Index

Op. Ltr. No.

RECORD FORMAT:

Electronic Format: See **ELECTRONIC INFORMATION**

No Delay to Create New Format.....	97-6
Requester's Choice of Format.....	90-35, 92-8, 92-12, 92-13, 01-03

RECORDS, LIMITED DISCLOSURE REQUIRED BY LAW:

Arrests	97-5
Driver's License Information (Jury List)	92-16
Federal Regulations	94-13
Union Request For Personnel Files	94-22
Voter Registration Affidavits	90-22

RECORDS MADE PUBLIC BY COURT ORDER 95-16

RECORDS MADE PUBLIC BY STATUTE:

Abstracts of Motor Vehicle Records	90-4
Airport Property Appraisals	91-10
Certified Payroll Records	97-7
ERS Board Meeting Minutes	92-27
Financial Reports Filed with PUC	93-4
Land Ownership, Transfer Records.....	02-04
Limited Disclosure	
Arrests	97-5
Driver's License Information (Jury List).....	92-16
Union Request for Personnel Files	94-22
Voter Registration Affidavits	90-22
Liquor Commission, Licensing Records	94-10
Massage Therapist License Applications	91-11
Ordinance, Records Made Public by.....	01-02
Real Property Tax Information.....	02-04
State Auditor Reports	92-25

RECORDS PROTECTED BY COURT ORDER 93-9, 02-03

RECORDS PROTECTED BY REGULATION OR RULE:

Constitutional Grant, Rulemaking Power	92-3, 93-9
Federal Rules of Procedure	93-15
General Legislative Delegation of Rulemaking Power	92-3

See also: **ADMINISTRATIVE RULES**

RECORDS PROTECTED BY STATUTE:

Accident Investigation Records (DOSH)	95-5
Architect's License Exam & Answers	93-6
Arrest Records	97-5
Child Abuse	90-5

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Conflict with HRS § 92F-12, Effect of.....	92-10
Contract, Information Protected by	92-11
County Charter, Information Protected by	95-14, 96-2
Criminal History Record Information	91-4, 95-11
Discovery Prohibited by Statute	95-5, 95-17
Financial Information of Insurance Companies	90-32
Firearms Registration	95-18
Hawaii Civil Rights Commission	91-22
Inadmissible Records (by Statute)	95-5
Juvenile Arrest Records	91-4
Medical Records	
Health, Department of	92-22
Physician-Patient Privilege	93-15
Motor Vehicle Registration Information	91-13
Name Change Records	92-4
Occupational Safety & Health Records	95-5, 95-17
Ordinance, Records Protected by.....	01-02
Privileged Records: See PRIVILEGED RECORDS	
Reports Identifying Medical Patients	93-14
Residents of Mental Health Facilities	89-13
Student Education Records (FERPA)	92-22, 93-2
Tax Compromises	89-3
Tax Return Information	89-3, 90-38, 92-22
Trail & Access Inventory	92-6
Unemployment Compensation Benefit Records	91-12
Welfare Recipients	90-26, 00-02
Withholding, Express Language Required.	92-6, 92-12, 92-23, 95-5

See also **FERPA**

PRIVILEGED RECORDS

Records Report (UIPA): See **PUBLIC RECORDS REPORT (UIPA)**

Redaction: See **SEGREGATION**

Referring Requester to Another Agency: See **REQUESTS UNDER UIPA**

REGISTRATION RECORDS:

Animals	90-31
Firearms	90-25
Motor Vehicle	91-13
Seminar Attendees	89-16
Vessels.....	99-3

See also **LICENSES AND PERMITS**

Regulations, Records Protected by: See **RECORDS PROTECTED BY REGULATION OR RULE**

OIP Op. Ltr. Index

Op. Ltr. No.

REPORT OF GOVERNOR'S COMMITTEE ON PUBLIC RECORDS AND PRIVACY:

Bid Documents and Results	90-15, 91-14, 92-17, 95, 93-5 94-26
Building Permits	90-20
Certified Payroll Records	89-8
Computer Matching Via SSN	90-7
Consultants	94-11
Contract Hires	89-11, 91-21, 91-31, 94-11
Employees' Salaries (Government)	90-1, 91-26, 93-10
Employees, Privacy (Government)	89-9
Gubernatorial Pardons	89-7
Immunity and Penalty Provisions	91-20
Impact on UIPA	89-6, 89-7, 89-8, 89-11, 89-14, 90-1, 90-15, 92-17, 92-27, 93-5, 93-10, 94-11
Inmate Status	89-14
Inter-Agency Disclosure	90-9, 90-10
Judiciary Records Access	90-4
Land Ownership, Transfer Records.....	02-04
Legislature, Disclosure to	90-10
Loans, Government	89-5, 89-6, 93-1
Minutes of Open Meetings	92-27
Name Change Information	92-4
Proprietary Information	90-2, 02-07
Purchasing Information	90-15, 92-17, 94-17, 94-26
Real Property Tax Information.....	02-04
Records Collection Practices	90-13
Salaries	90-1
Spending Information	93-5
Trade Secrets	90-2, 90-15, 97-4, 02-07
Transcripts of Meetings/Hearings	95-22
Water Service Consumption Data	90-29

REPORTS:

Accident Reports (DOSH Investigation)	95-5, 95-17
Accreditation of Law School	91-15
Ambulance	91-33
Annual Reports	
Corporations	90-28
Motor Carriers, Financial Reports	93-4
Partnerships	90-28
Property Presumed Abandoned	90-13
Public Utilities, Financial Reports	93-4
Self-Insurer for Workers' Compensation	93-3
University of Hawaii	90-11
Appraisal, Airport Property91-10
Architecture School Site Evaluation	91-15
Audits	90-3, 90-21
Autopsy/Coroner	91-32

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Claims Against the State	
DAGS Claim	92-14
DAGS Report to Legislature	92-14
Convention Center Authority	92-26
Daily Activity (Incident)	94-3
Education Department Claim	92-14
Employee, Investigation of	94-27, 95-19, 98-5
Escheated Warrants	90-38, 98-4
Executive Search Firm	89-2
Foreign Real Property Owners.....	02-04
Harbor Demurrage Fee	92-9
Infectious and Communicable Diseases	93-14
Inspection, Agricultural Operations	91-6
Inspection, Green Coffee Beans	94-14
Investigation, DLNR Pending Cases	91-9
Law School Site Evaluation & Accreditation	91-15
Occupational Safety & Health Investigation	95-5, 95-17
Outstanding Checks Reports	98-4
Police Internal Affairs	98-5
Sanitarian, Food Establishment	91-27
Self-Study Reports	90-11, 91-15
Sexual Harassment Panel	94-27
State Enforcement Plan	93-19
Statistical Summaries	89-5
Supplementary Homicide Report	94-1
University Ethics Committee	95-23
University Faculty Advisory Committee	95-7

See also **PUBLIC RECORDS REPORT (UIPA)**

Reproduction of Records: See **COPYING FEES
RECORD FORMAT**

REQUESTERS, ACCESS INTEREST OF:

“Any Person”.....	01-07
Commercial User	90-35
Generally Irrelevant	89-5, 90-7, 90-9, 90-29, 90-35, 93-7, 95-16, 99-3
Government Employees.....	01-07
Motor Vehicle Registration Information	91-13
Outstanding Checks Reports	98-4
Police Internal Affairs	98-3
Private Detective	91-13
Reason For UIPA Request	90-29, 93-7, 99-3
Vital Statistics, Genealogical Research	90-23

See also **IDENTITY OF UIPA RECORD REQUESTER
REQUESTS UNDER UIPA**

Requests for Proposals (RFPs): See **BIDS AND PROPOSALS**

OIP Op. Ltr. Index

Op. Ltr. No.

REQUESTS UNDER UIPA:

Actual Government Record, Not Summary, Required	94-3
Creation of Records Not Required	90-31, 93-16, 94-3, 97-8
Health/Safety of an Individual	93-12, 93-15
OIP Advisory Opinions	90-37
Processing Requests, Procedures for	92-26, 97-8, 99-3
Reason for Request: See REQUESTERS, ACCESS INTEREST OF	
"Reasonable" Description of Records	93-7, 95-20, 99-3
Reasonable Search	97-8
Reasonable Time to Respond	94-20
Referring Requester to Other Agency	92-26, 94-29, 95-15
Requests for Government Records, Disclosure of.....	90-37, 93-23
Right to Inspect Includes Right to Copy	90-20, 99-5
Routing Requests Through a Central Location.....	01-07
Standing Requests	94-3, 97-6
Time Limit for Agency Disclosure	
Generally	94-20, 01-07
Minutes of Public Meeting	92-27
Personal Records Requests	90-29, 92-24
Timing of Disclosure	93-5, 94-26, 94-27
"Unofficial" Personnel Files	94-29
Written, Request Not Required to be	89-5, 90-29, 93-7, 99-3

See also **DISCLOSURE OF RECORDS**

IDENTITY OF UIPA RECORD REQUESTER
PERSONAL RECORDS REQUESTS

Resumés: See **EDUCATIONAL BACKGROUND**
EMPLOYMENT HISTORY

RETALIATION, THREAT OF

95-4, 98-1, 01-04

Retention of Records: See **RECORDS DESTRUCTION**

Retirement Records: See **PENSIONS AND RETIREMENT SYSTEMS**

"Reverse FOIA": See **CONFIDENTIAL COMMERCIAL & FINANCIAL INFORMATION**

Right to Privacy: See **PRIVACY**

Rosters: See **LISTS**

"Routinely Compiled": See **RECORDS COLLECTION PRACTICES**

ROUTING REQUESTS.....

01-07

Rules: See **ADMINISTRATIVE RULES**
RECORDS PROTECTED BY REGULATION OR RULE

Salaries: See **COMPENSATION**

OIP Op. Ltr. Index

Op. Ltr. No.

Sanitarian's Final Report: See **REPORTS**, Sanitarian's Final Report

Scores: See **BIDS AND PROPOSALS**
EXAMINATIONS
INTERVIEWS

SEARCH FOR RECORD:

Good Faith Effort.....	97-8
Reasonable Search for Record.....	97-8

Secret Files: See **DISCLOSURE OF RECORDS**, "Unofficial" Personnel Files

SEGREGATION OF INFORMATION: (Prior to Disclosure)

Cost of Segregation.....	00-02
Deliberative Material.....	00-01
Duty to Segregate	89-5, 90-8, 90-31, 91-1, 94-17, 95-13, 97-9, 99-2
Factual Information in Attorney Work Product Record.....	01-05
Individually Identifiable Information	91-24, 94-3, 94-8, 95-2, 95-7, 95-11, 95-21, 98-1, 98-5, 99-2, 01-04
Information Not Requested	92-7, 99-2, 00-02
Likelihood of Actual Identification Even After Segregation	95-2, 95-5, 95-7, 95-11, 95-21, 98-1, 98-5, 99-2, 00-02, 01-04
Not Reasonable	90-11
"Readily Retrievable"	90-14, 90-35, 92-7
Reasonable Segregation	90-2, 90-8, 94-8, 95-13, 00-01
UIPA Requests	93-23, 97-7

Self-Study Reports: See **PROGRAM REVIEWS**

SEMINARS89-16

Service Holder Data: See **WATER SERVICE CONSUMPTION DATA**

SETTLEMENT AGREEMENTS:

Aloha Stadium Litigation	89-10
Confidentiality Provisions.....	02-01
Film Exhibition Anti-Trust Case	92-21
Frustration of Government Function	89-10, 02-01
OTG Settlement Proposal	94-17
Privacy.....	02-01

SEXUAL HARASSMENT:

Complaint	90-12, 90-39
Complaint Procedure, Flawed	90-39

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Disciplinary Action Taken	90-12, 90-39
Fact Finding Report of Panel	94-27
Formal Charge/Complaint: See FORMAL CHARGE/COMPLAINT	
Report, Faculty Advisory Committee	95-7
Requesters of Sexual Harassment Records	93-23, 01-04
 SHAREHOLDER	02-04
 SHOPO (State of Hawaii Organization of Police Officers)	94-7, 97-1
Sick Leave Records: See PERSONNEL , Leave of Absence	
 SIGNATURES:	
Applicant, Government Employment	95-2
Petition Against An Employee	95-4
 SOCIAL SECURITY NUMBERS:	
Applicant, Government Employment	95-2
Apprentices	92-20
Certified Payroll Records	89-8, 97-7
Contractors	90-28
Criminal Suspect	99-2
Firearms Registration	90-25
Hawaiian Home Lands Applicants	89-4
Inmate Directory Information	89-14, 01-03
Job Applicants	91-12, 95-2
Lessee Data File, Hawaiian Home Lands	91-19
Licensed Drivers	92-16
Marine Patrol Citations, Person Ared's	94-20
Massage Therapist License Applicants	91-1
Members, Public Employees Health Fund	91-18
Requesters of Conviction Information	96-4
Teacher Certification Status	90-7
Workers' Compensation, Work Injury Notice	94-21
 Source, Identity of: See COMPLAINANT'S IDENTITY INFORMANTS INFORMATION PROVIDED BY A SOURCE PERSONAL RECORDS REQUEST	
 SPACEPORT	91-16
 SPECIAL TREATMENT FACILITIES:	
Licensees' Information	89-13
Standards of Conduct: See GOVERNMENT EMPLOYEES	

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
STATEMENTS, AGENCY:	
Interpretations, Statutes or Regulations	90-34
Public Safety Policy & Procedure Manual	90-34
STATISTICAL DATA	94-1, 95-24
STATUTORY CONSTRUCTION:	
"A" or "An," Term, Introduced by	89-14
Absurd Result	89-14, 90-1, 90-23, 90-39, 91-22, 92-3, 93-6, 94-11
Access Provisions Liberally Construed	89-14, 90-15, 95-9, 90-20, 90-33, 93-10, 94-3, 99-5
Ambiguity	90-1, 90-20, 90-22, 91-13, 91-22, 91-31, 92-27, 93-4, 93-6, 94-10, 95-6, 95-14
Amendments to Existing Statutory Language	92-6, 97-1
"And"	89-13, 90-12, 90-23
Compensation Construed	90-1
Common Meaning Rule	89-14, 90-9, 90-12, 92-8, 92-18, 92-27, 93-17, 94-10 94-11, 95-6, 95-14, 95-22
Conflict Between Records Protected by Statute and HRS § 92F-12(a)	92-10, 00-02
Conflict Between Requirements of Sunshine Law and Another Statute.....	01-06
Deliberative Process Construed	90-21
Disclosure Favored Over Confidentiality	93-10, 94-3, 94-11
Entire Context Examined	90-22, 91-22, 93-10, 01-01
Express Mention of One Thing Implies Exclusion of Others	93-7, 00-02
"In Pari Materia"	94-30, 95-4, 01-01
Inter-Agency Requests	
Recipient Agency's Duties & Functions Narrowly Construed	90-9, 90-24
Interpretation by Administrative Agency	91-23
Interpretation of Uniform Acts	91-18, 92-22
Language of Statute	94-10, 94-11
Legislative History, Use of	89-14, 91-20, 92-4, 92-6, 92-12, 93-4, 95-5, 95-6, 95-17, 95-18
Legislative Intent From Statute When Clear and Unambiguous	97-1
Mandatory Statutes	90-26
"May"	90-22
No Vested Right in Confidentiality of Records	90-39
Open Meetings Provisions Liberally Construed.....	01-01
Ordinances, UIPA Supersedes When Inconsistent	96-2
Privacy Exception Applies a Balancing Test, Not Express Confidentiality	97-1
Records Compiled/Created Pre-UIPA	93-22
Retroactive Application of UIPA	93-22, 97-1
Same Subject Statutes Construed Together	90-40, 91-18, 92-24, 94-30, 01-01
Specific Prevails Over General Statute	92-10, 92-22, 93-7, 94-9, 95-18, 95-22, 00-02

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
State & Federal Law Construed Together	90-9, 95-4
Subsections of Statute Construed	92-4
Superfluous Language Disfavored.....	01-01
Tax Laws	89-3
Unconstitutional Construction Disfavored.....	01-01
UIPA Exceptions Narrowly Construed	89-14, 89-16, 90-3, 90-20, 91-15, 92-27, 93-5, 93-10, 94-3, 94-9, 94-11, 94-18, 95-4
See also LEGISLATIVE HISTORY, UIPA	
RECORDS PROTECTED BY STATUTE , Conflict with HRS § 92F-12	
STUDENTS	94-27, 94-28, 95-3
SUBPOENAS	95-16, 02-03
SUICIDES	95-21
SUMMARIES:	
Actual Record, Not Summary, Required	94-3
Creation of Summary Not Required.....	92-7, 97-8
Job Interview Scores	91-24
Massage Therapist License Applications	91-11
SUNSHINE LAW:	
Board Members	
Chance Meetings.....	01-01
Constitutional Rights.....	01-01
Permitted Interactions.....	01-01
Boards and Commissions	
Appointments.....	01-01
Connection to Government.....	01-01
Defined: See DEFINITIONS , Board	
Jurisdiction.....	01-01
Membership.....	01-01
Official Business.....	01-01
Quorum.....	01-01
Meetings: See: OPEN MEETINGS	
Other Laws, Interaction With.....	01-06
Statutory Construction: See STATUTORY CONSTRUCTION	
Testimony Under.....	01-06
Violation, Effect of.....	01-06
SURVEYORS:	
Certificate of Experience	92-24
SURVEYS	95-24

OIP Op. Ltr. Index

Op. Ltr. No.

Suspects, Identity of: See **LAW ENFORCEMENT RECORDS**

TAPE RECORDINGS 90-18, 92-13

TAX MAP KEY 02-04

TAXATION:

Application for Tax I.D. Number	92-18
General Excise Tax Statements.....	01-02
Income Tax Statements.....	01-02
State Franchise Tax	92-10
Tax Compromises	89-3
Tax Department Written Determinations/Opinions	92-10
Tax Return Information	89-3, 90-38

TEACHERS:

National Databank	90-7
-------------------------	------

TELEPHONE NUMBERS:

Business

Applicants

Boards & Commissions	91-8
Government Employment	95-2
Registered Lobbyists	92-12
Seminar Attendees	89-16

Home

Applicants

Boards and Commissions	91-8
Condominium Association Board Members	93-16
Government Employment	95-2
Government Subsidized Housing.....	92-11
Massage Therapist License	91-1
Pesticide Applicator Certification	92-18
Professional/Vocational License	90-10
State Employment Services Job	91-12
Architectural Registration Exam Jurors	91-5
Board of Water Supply Customers	90-9
Dog License Applications	90-31
Firearms Registrants	90-25
Generally	89-13, 89-16
Government Employee as Subject of Investigation.....	98-5
Law School Personnel	91-15
Library Patrons	90-30
Requesters of Conviction Information	96-4
Seminar Attendees	89-16
UIPA Record Requesters	90-37
Vessel Registration.....	99-3
Water Use Declarants	90-35

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
Workers' Compensation, Work Injury Notices	94-21
Television, Community Stations: See COMMUNITY TELEVISION STATIONS	
Test, Testing: See EXAMINATIONS	
Testimony:	
Open Meetings.....	02-02
Time Limits for Response: See PERSONAL RECORDS, Agency Deadlines to Permit Inspection REQUESTS UNDER UIPA	
Tort Claims Against the State: See REPORTS	
TRADE SECRETS:	
Bid/Proposal Information	90-15, 91-21, 92-17, 97-4
Confidential by Agreement	90-2
Defined	90-2, 92-17, 97-4
Factors	92-17, 97-4
TRAFFIC RECORDS	90-4, 91-13
TRAILS AND ACESSES INVENTORY	92-6
TRAINING BACKGROUND	94-9
TRAINING MATERIALS:	
Department Supervisory Management Course	90-6
TRANSCRIPTS	95-22
TRUST:	
Beneficiary.....	02-04
Trustee.....	02-04
UIPA Statutory Interpretation: See EXCEPTIONS (UIPA), CONSTRUCTION OF LEGISLATIVE HISTORY, UIPA PERSONAL RECORDS REQUESTS REQUESTS UNDER UIPA STATUTORY CONSTRUCTION	
UNCLAIMED PROPERTY	90-13
UNIONS, DISCLOSURE TO	90-14, 94-22
University of Hawaii: See DEPARTMENTS & AGENCIES	

OIP Op. Ltr. Index

	<u>Op. Ltr. No.</u>
"Unofficial" Personnel Files:	See REQUESTS UNDER UIPA , "Unofficial" Personnel Files
UNSUCCESSFUL APPLICANTS	89-2, 90-14, 94-8, 95-2
Vacation Leave Records:	See PERSONNEL , Leave of Absence
Vehicles:	See MOTOR VEHICLE RECORDS
VETERANS:	
Veteran Status	
Apprentices.....	92-20
Hawaii Residents	92-8
VIDEO TAPES	90-18
Violation, Notice of:	See LAW ENFORCEMENT RECORDS , Code Violation
VITAL STATISTIC RECORDS:	
Birth	
Adoption	90-23
Illegitimacy	90-23
Death	90-23
Index Information	90-23
Marriage	90-23
Name Change Records	92-4
VOTER REGISTRATION RECORDS:	
Affidavits	90-22
Computer Tapes	90-22
Legislation	90-22
Reproduction of	90-22
Wages:	See COMPENSATION
Waiting Lists:	See LISTS , Waiting
WAIVERS:	
Fee Waivers:	See FEES
	REPRODUCTION OF RECORDS , Photocopying Fees
Privilege, Waiver of:	See INTER/INTRA-AGENCY CORRESPONDENCE/MEMORANDA , Waiver
	PRIVACY , Waiver by Consent to Disclosure
WATER:	
Declarations of Water Use	90-35
Limited Supply	90-29

OIP Op. Ltr. Index

Op. Ltr. No.

WATER SERVICE CONSUMPTION DATA:

Address	90-29
Government Housing Assistance Recipients	94-4
Measurement and Statistics	90-29
Service Holder Data	90-29
Service Location	90-29
Sewer Service	90-29
Water Meter	90-29

WELFARE, SOCIAL SERVICES:

Section 8 Housing Recipients	94-14
Waiting List, Government Subsidized Housing	92-11
Welfare Recipients	90-26, 91-12, 00-02

WHISTLEBLOWERS INVESTIGATIONS94-13, 00-02

WICHE PROGRAM PARTICIPANTS94-28

WITNESSES, EXPERT.....94-11

See also: **COMPLAINANT'S IDENTITY**
INFORMANTS
PERSONAL RECORDS REQUESTS, Exemptions

WORKERS' COMPENSATION:

Annual Report of Self-Insurer	93-3
DLIR Decisions	94-30
Fee Schedules.....	02-07
Insurance Contracts, Policies	89-1
List of Self-Insured Employers	92-7
Notices of Insurance	89-1
Notices of Workers' Compensation Claims	94-21
Statements of Benefits	89-1
Work Injury Notices	94-21

Work Experience: See **EMPLOYMENT HISTORY**
PRIVACY, Work Experience

Workpapers: See **FRUSTRATION OF GOVERNMENT FUNCTION**

Work Product Privilege: See **PRIVILEGED RECORDS**